COMPUTER SPECIAL FOR EXAMS

COMPUTER

ଗୋଟିଏ CLASS ରେ SYLLABUS ଖତମ୍

- ✓ COMPUTER BASICS
- ✓ COMPUTER GENERATION
- ✓ CPU & IT'S COMPONENTS
- ✓ COMPUTER SOFTWARE & HARDWARE
- ✓ MEMORY
- ✓ OPERATING SYSTEM
- ✓ MAIL SERVICES
- ✓ MS WORD
- ✓ MS POWERPOINT
- ✓ MS EXCEL
- ✓ MS ACCESS
- ✓ INTERNET, BROWSER
- ✓ NETWORKING & SOCIAL NETWORKING
- ✓ COMPUTER VIRUSES,MALWARE ,WORMS
- ✓ OSI MODEL,TOPOLOGY,
- ✓ ABBREVIATION AND SHORTCUT KEY

IMPORTANT

ଅନ୍ତିମ ପ୍ରହାର

By Sushanta Sir

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COMPUTER BASICS

Q-1

What is the correct sequence of basic operations in a computer?

A) Output → Process → Input

B) Input → Output → Process

C) Input → Process → Output

D) Process → Input → Output

ANS -C

Q-2

What is the correct sequence of data processing?

A) Process → Data → Information
B) Data → Process → Information
C) Information → Data → Process
D) Data → Information → Process

ANS -B

Q-3

What is the function of the BIOS in a computer?

A) Controls printing

B) Manages documents

C) Starts the computer and loads OS

D) Acts as antivirus

ANS -C

◆ BIOS (Basic Input Output System)

- A firmware stored on a chip.
- Controls the basic functions of the computer.
- Runs POST (Power-On Self-Test) during startup

Q-4

What is the full form of CMOS?

A) Central Memory On System

B) Computer Machine Output System

C) Complementary Metal-Oxide Semiconductor

D) Component Memory Of Software

ANS -C

Q-5

Which component is responsible for cooling the CPU?

A) UPS

B) Fan

C) GPU

D) Heat Sink

ANS -D

Q-6

A GPU is mainly used for:

A) Word Processing

B) Audio Recording

C) Image and Video Processing

D) Typing

ANS -C

Q-7

What does UPS stand for?

A) Unlimited Power Supply

B) Unused Power System

C) Uninterrupted Power Supply

D) Universal Processing System

ANS -C

Q-8

What is the full form of BIOS?

A) Basic Input Output System

B) Binary Input Output System

C) Basic Internal Output Software

D) Binary Integrated Operating System

ANS -A

Q-9

PCI slots are used to connect:

A) Expansion cards

B) USB devices

C) Hard disks

D) RAM chips

ANS -A

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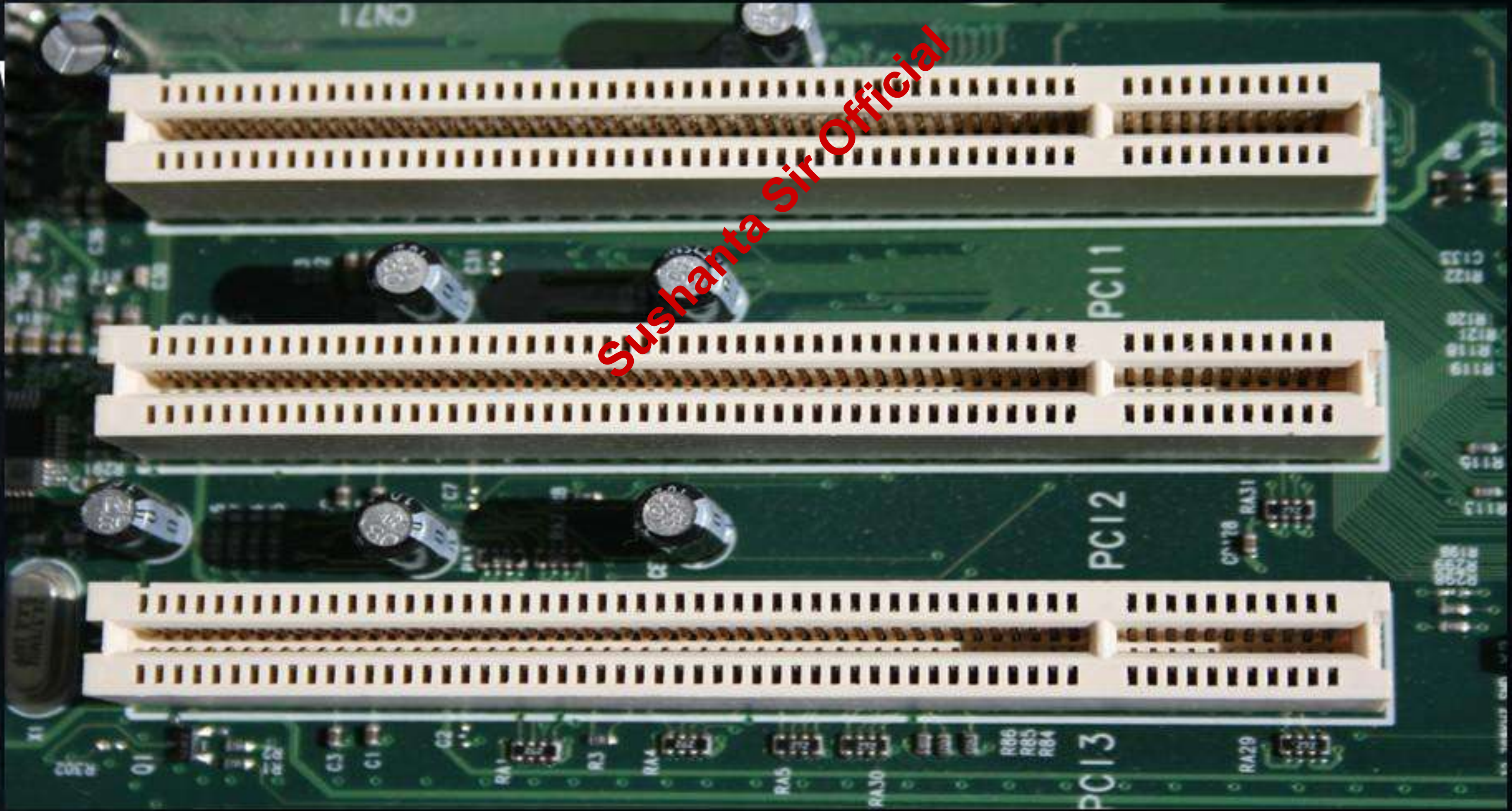
PCI1
PCI2
PCI3

Q-10 Which of the following is NOT a type of computer by size?

A) Microcomputer
B) Minicomputer
C) Supercomputer
D) Megacomputer

ANS -D

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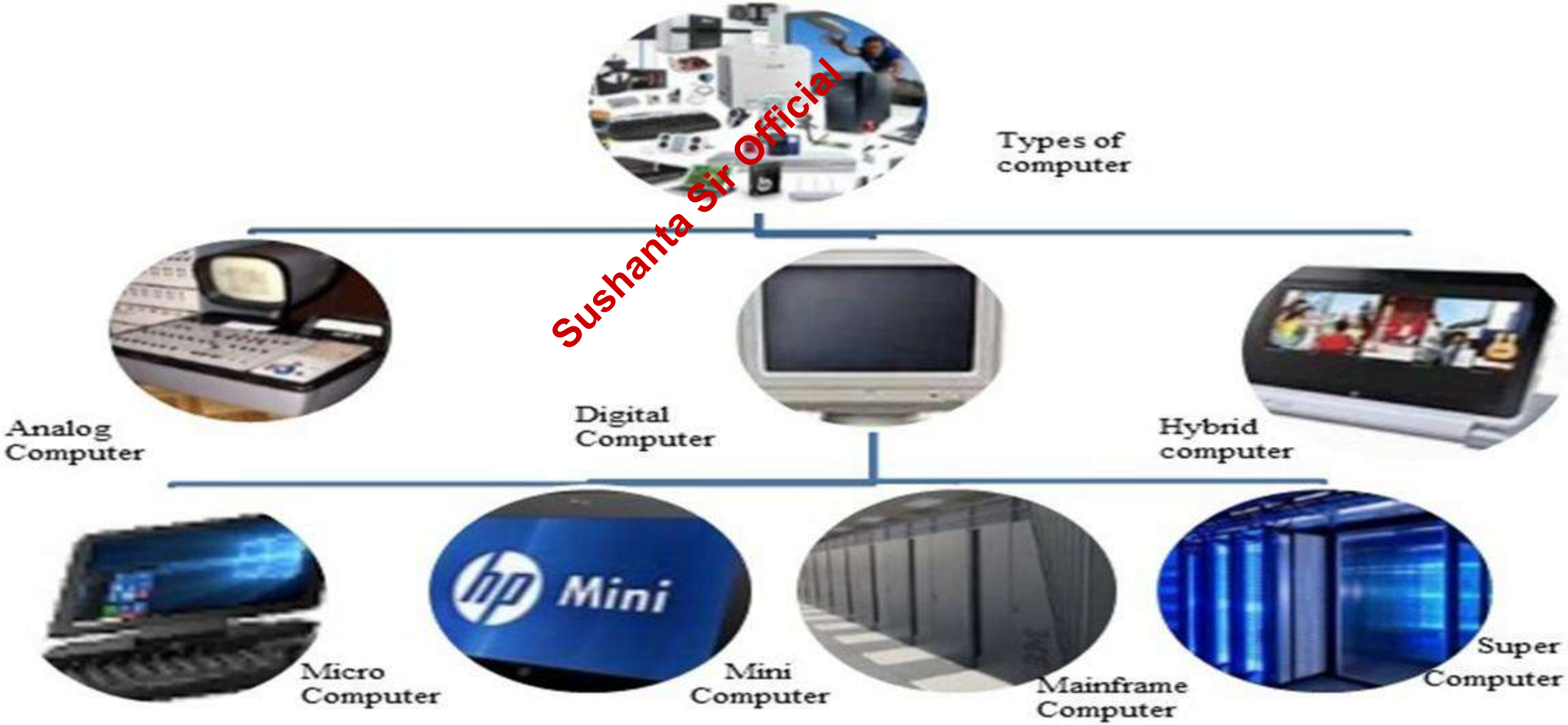


Types of computer

Analog Computer

Digital Computer

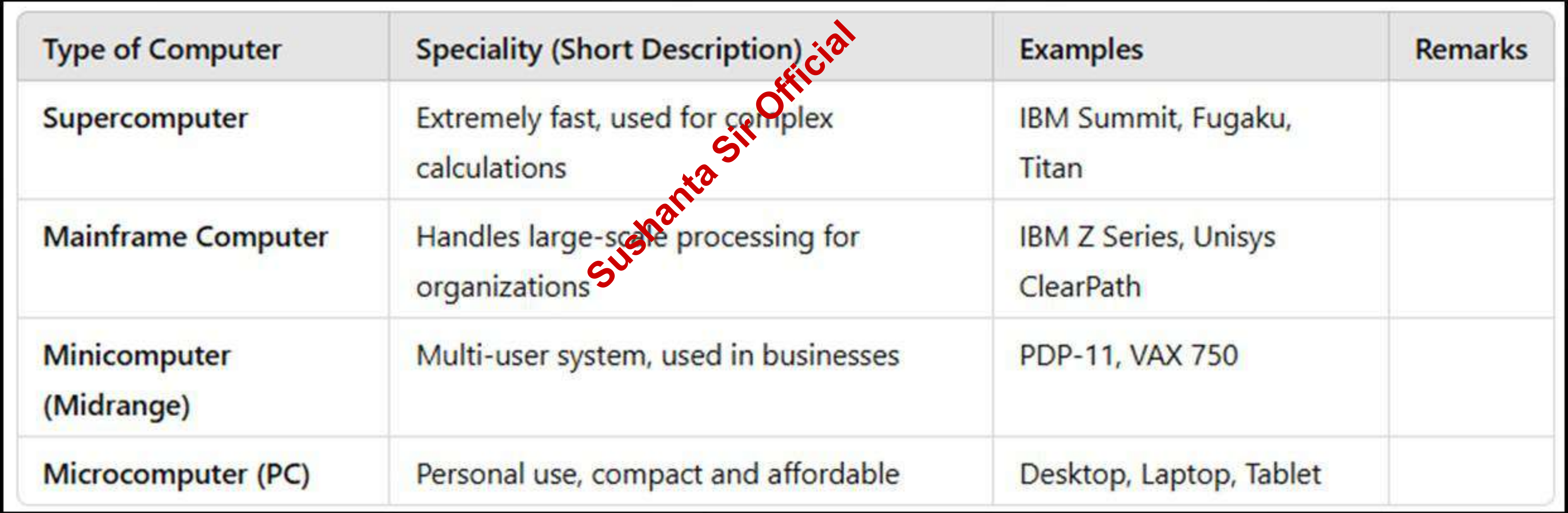
Hybrid computer

Micro Computer

Mini Computer

Mainframe Computer

Super Computer



Type of Computer	Speciality (Short Description)	Examples	Remarks
Supercomputer	Extremely fast, used for complex calculations	IBM Summit, Fugaku, Titan	
Mainframe Computer	Handles large-scale processing for organizations	IBM Z Series, Unisys ClearPath	
Minicomputer (Midrange)	Multi-user system, used in businesses	PDP-11, VAX 750	
Microcomputer (PC)	Personal use, compact and affordable	Desktop, Laptop, Tablet	

Q-11

Which of the following is an example of a microcomputer?

A) IBM Mainframe

B) Supercomputer

C) Desktop PC

D) Minicomputer

ANS -C

Q-12

Which computer type is commonly used in banks, airlines, and large organizations for handling massive amounts of data?

A) Microcomputer
B) Mainframe Computer
C) Supercomputer
D) Digital Computer

ANS -B

Q-13

Which of the following is NOT a type of microcomputer?

A) Laptop
B) Smartphone
C) Workstation
D) Mainframe

ANS -D

Q-14

Which type of computer is specifically designed to perform a dedicated function Based on purpose?

A) Supercomputer

B) Special Purpose Computer

C) General Purpose Computer

D) Mainframe Computer

ANS -B

Q-15

A device that combines features of both analog and digital computers is called a:

A) Microcomputer

B) Minicomputer

C) Hybrid Computer

D) General-Purpose Computer

ANS -C

Q-16

Which type of computer is designed for everyday tasks such as word processing, browsing, and gaming?

A) Special Purpose Computer

B) General Purpose Computer

C) Embedded Computer

D) Supercomputer

ANS -B

Q-17 An example of an embedded computer is:

A) ATM Machine

B) IBM Mainframe

C) Cray Supercomputer

D) Laptop

ANS -

Q-18

Who is known as the "Father of Computers"?

a) Alan Turing

b) Charles Babbage

c) John von Neumann

d) Steve Jobs

ANS -B

- **Father of Computers** – Charles Babbage (Designed the Analytical Engine)
- **Father of Modern Computers** – Alan Turing (Turing Machine & AI Concepts)
- **Father of Personal Computers (PCs)** – Ed Roberts (Developed the Altair 8800)
- **Father of the Microprocessor** – Marcian "Ted" Hoff (Developed Intel 4004)
- **Father of the Internet** – Vint Cerf & Bob Kahn (Developed TCP/IP)
- **Father of Artificial Intelligence (AI)** – John McCarthy (Coined "AI" & Developed LISP)

- **Father of the World Wide Web (WWW)** – Tim Berners-Lee (Invented HTTP & HTML)
- **Father of Cryptography** – August Kerckhoffs (Modern Cryptography Principles)
- **Father of Operating Systems** – Gary Kildall (Developed CP/M OS And BIOS also)
- **Father of Linux** – Linus Torvalds (Created Linux Kernel)
- **Father of the Mouse** – Douglas Engelbart (Invented the Computer Mouse)
- **Father of GUI (Graphical User Interface)** – Alan Kay & Xerox PARC Team
- **Father of Computer Networks** – Leonard Kleinrock (Pioneer of Packet Switching)

- **Mother of Computing** – Ada Lovelace (First Computer Programmer)
- **Mother of Computer Programming language** – Grace Hopper (Developed COBOL & Compiler)

Q-19

Who are considered the fathers of the Internet?

a) Tim Berners-Lee
b) Vint Cerf & Bob Kahn
c) Linus Torvalds
d) Steve Jobs & Bill Gates

ANS -B

Q-20

Who developed the first microprocessor, Intel 4004?

a) John von Neumann

b) Charles Babbage

c) Ted Hoff

d) Dennis Ritchie

ANS -C

2

Q-21

What was the first mass-produced personal computer?

A) IBM PC

B) Apple I

C) Altair 8800

D) Macintosh

ANS -C

- **First Mechanical Computer** – Analytical Engine (Designed by Charles Babbage, 1837)
- **First General**-Purpose Electronic Computer – ENIAC (1945, J. Presper Eckert & John Mauchly)
- **First Stored-Program Computer** – EDSAC (1949, Maurice Wilkes)
- **First Commercial Computer** – UNIVAC I (1951, Eckert & Mauchly)
- **First Mass-Produced PC** – Altair 8800 (1975, Ed Roberts)
- **First Apple Computer** – Apple I (1976, Steve Wozniak & Steve Jobs)
- **First Laptop** – Osborne 1 (1981, Adam Osborne)

- **First Computer Program** – Ada Lovelace's Algorithm (1843, for Babbage's Analytical Engine)
- **First High-Level Programming Language** – Fortran (1957, John Backus)
- **First Operating System (OS)** – GM-NAA I/O (1956)
- **First Graphical Operating System** – Mac OS (1984)
- **First Multi-User OS** – UNIX (1969, Ken Thompson & Dennis Ritchie)
- **First Open-Source OS** – Linux (1991, Linus Torvalds)
- **First Web Browser** – WorldWideWeb (1990, Tim Berners-Lee)

- **First Microprocessor** – Intel 4004 (1971, Marcian "Ted" Hoff)
- **First Computer with GUI** – Xerox Alto (1973, Xerox PARC)
- **First Anti-Virus Software** – Reaper (1971, to remove Creeper virus)
- **First Computer Virus** – Creeper Virus (1971, Bob Thomas)
- **First Computer Network** – ARPANET (1969)
- **First Search Engine** – Archie (1990)
- **First Video Streaming Service** – YouTube (2005)

- **First Computer Network** – ARPANET (1969)
- **First Search Engine** – Archie (1990)
- **First Video Streaming Service** – YouTube (2005)

Q-22

Which computer was the first to use stored-program architecture?

A) EDSAC
B) ENIAC
C) Altair 8800
D) UNIVAC I

ANS -A

Q-23

Which was the first high-level programming language?

A) BASIC

B) Fortran

C) COBOL

D) C

ANS -B

Q-24

What was the first operating system?

A) UNIX

B) Linux

C) Windows

D) GM-NAA I/O

ANS -D

Q-25

Which device displays the output of a computer visually?

A) CPU

B) Scanner

C) Monitor

D) UPS

ANS -C

Q-26

Which one stores BIOS settings like time and boot order?

A) ROM

B) RAM

C) CMOS

D) GPU

ANS -C

Q-27

Which component is known as the brain of the computer?

A) Monitor
B) CPU
C) RAM
D) ROM

ANS -B

Q-28

What is the full form of “Computer” (popular backronym)?

A) Common Operating Machine Used for Technical and Entertainment Resources

B) Central Operating Memory Unit Technical Electronic Resource

C) Common Operating Machine Particularly Used for Technical Education and Research

D) Computerized Official Machine for Universal Tasks and Reports

ANS -C

Q-29 Which one of the following is a storage device?

A) Monitor

B) RAM

C) Hard Disk

D) UPS

ANS -C

Q-30

A device inserted into a PCI slot can be a:

A) RAM chip

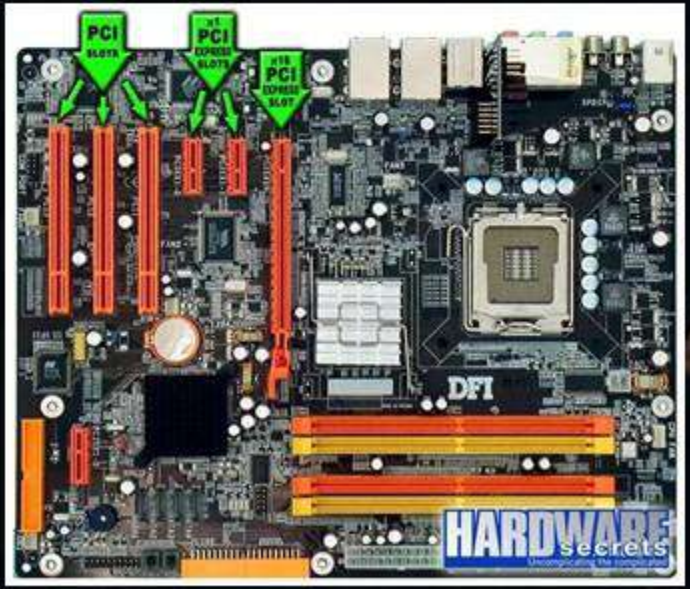
B) BIOS chip

C) Graphics card

D) SSD

ANS -C

A PCI slot on a computer motherboard allows you to insert various expansion cards, such as graphics cards, sound cards, network cards, and storage controllers


PCI SLOTS
x1 PCI EXPRESS SLOTS
x16 PCI EXPRESS SLOT
DFI
HARDWARE secrets

3

COMPUTER GENERATION

Q-31

The second generation of computers used which of the following for processing?

A) Microprocessors

B) Vacuum Tubes

C) Integrated Circuits

D) Transistors

ANS -B

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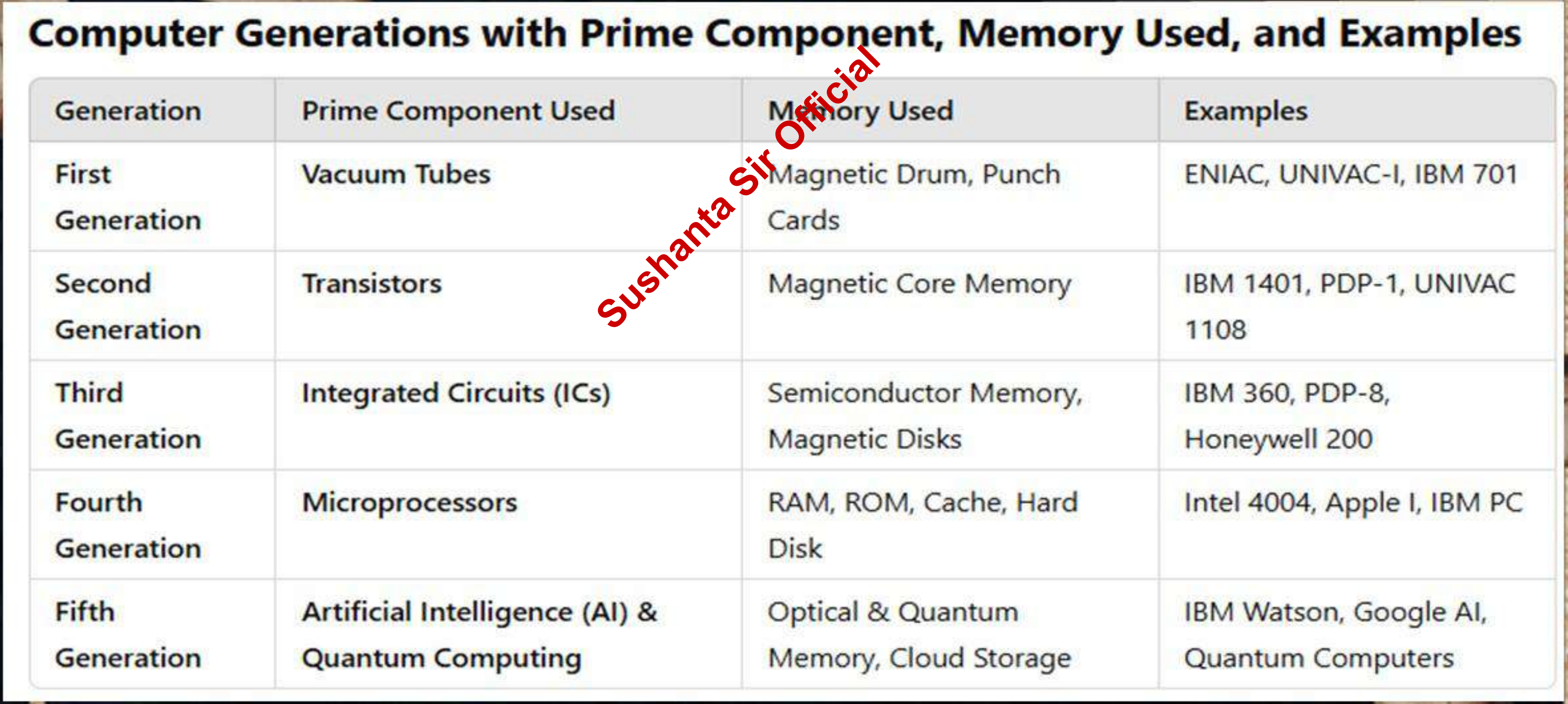

Computer Generations with Prime Component, Memory Used, and Examples

Generation	Prime Component Used	Memory Used	Examples
First Generation	Vacuum Tubes	Magnetic Drum, Punch Cards	ENIAC, UNIVAC-I, IBM 701
Second Generation	Transistors	Magnetic Core Memory	IBM 1401, PDP-1, UNIVAC 1108
Third Generation	Integrated Circuits (ICs)	Semiconductor Memory, Magnetic Disks	IBM 360, PDP-8, Honeywell 200
Fourth Generation	Microprocessors	RAM, ROM, Cache, Hard Disk	Intel 4004, Apple I, IBM PC
Fifth Generation	Artificial Intelligence (AI) & Quantum Computing	Optical & Quantum Memory, Cloud Storage	IBM Watson, Google AI, Quantum Computers

Q-32

What type of memory was primarily used in second-generation computers?

A) Magnetic Core Memory

B) Optical Memory

C) Semiconductor Memory

D) RAM and ROM

ANS -A

Q-33

What is the primary characteristic of fifth-generation computers?

A) Use of vacuum tubes

B) Use of transistors

C) Artificial Intelligence (AI) and Quantum Computing

D) Use of magnetic drums

ANS -C

Q-34

Which generation of computers introduced integrated circuits (ICs)?

A) First Generation

B) Second Generation

C) Third Generation

D) Fourth Generation

ANS -C

Q-35

Which memory type is predominantly used in fourth-generation computers?

A) Magnetic Core Memory

B) Optical Memory

C) Quantum Memory

D) RAM, ROM, Cache

ANS -D

CPU & IT'S COMPONENTS

Q-36

Which of the following is NOT a function of the Control Unit?

a) Directing the flow of data

b) Performing arithmetic operations

c) Decoding instructions

d) Synchronizing tasks using clock signals

ANS -B

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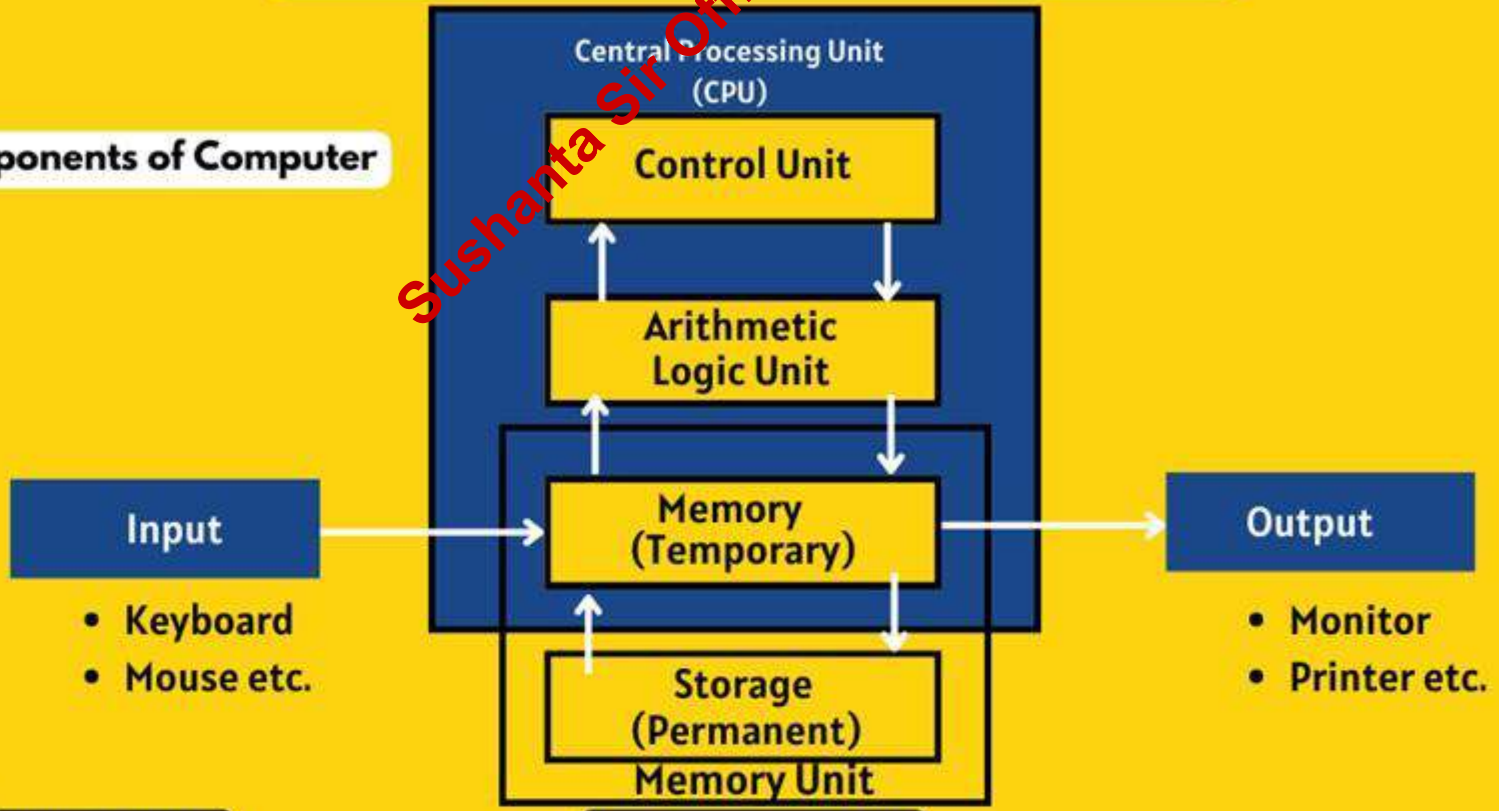
Computer Fundamentals

Components of Computer



Central Processing Unit (CPU)

Control Unit

Arithmetic Logic Unit

Input
- Keyboard
- Mouse etc.

Memory (Temporary)

Output
- Monitor
- Printer etc.

Storage (Permanent)

Memory Unit

/himachaladda41
www.himachaladda.com

1 Control Unit (CU)

- Directs the flow of data in the CPU.
- Decodes and executes instructions.
- Controls input, output, and memory operations.
- Synchronizes tasks using system clock signals.

2 Arithmetic Logic Unit (ALU)

- Performs arithmetic operations (+, -, ×, ÷).
- Executes logical operations (AND, OR, NOT).
- Handles comparisons and decision-making.
- Works with registers for fast processing.

1 **Clock Speed –** The speed at which a CPU executes instructions, measured in GHz.

2 **External Bus –** Connects the CPU to external devices like RAM and storage.

3 **Data Bus –** Transfers actual data between CPU, memory, and peripherals.

4 **Control Bus –** Sends control signals to manage CPU operations.

5 Address Bus – Carries memory addresses for data access.

Q-37

The Control Unit mainly communicates with which part of the CPU to fetch and decode instructions?

a) Arithmetic Logic Unit (ALU)
b) Cache Memory
c) Input Devices
d) Hard Disk

ANS -A

Q-38

How does the Control Unit synchronize CPU tasks?

a) Using external devices
b) Using a system clock
c) Using RAM speed
d) Using cache memory

ANS -B

Q-39

ALU temporarily stores data in:

a) Registers
b) Hard disk
c) RAM
d) Cache memory

ANS -

Q-40

Data Bus, Control Bus, Address Bus

Which bus carries memory addresses from the CPU to memory?

a) Data Bus

b) Control Bus

c) Address Bus

d) External Bus

ANS -C

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Q-41

What is the unit of measurement for CPU clock speed?

a) GHz

b) MB

c) kHz

d) ms

ANS -A

Q-42

The primary role of the Control Bus is to:

a) Transfer control signals to manage CPU operations

b) Transfer actual data

c) Carry memory addresses

d) Connect the CPU to external devices

ANS -A

Q-43

Which bus transfers actual data between the CPU, memory, and peripherals?

a) Data Bus

b) Address Bus

c) Control Bus

d) External Bus

ANS -A

Q-44

Which component of the CPU is responsible for performing arithmetic calculations?

a) Control Unit

b) Memory Unit

c) Arithmetic Logic Unit

d) Input Device

ANS -C

Q-45

The ALU performs which of the following operations?

a) Logical operations (AND, OR, NOT)
b) Arithmetic operations (Addition, Subtraction)
c) Comparisons (Greater than, Less than)
d) All of the above

ANS -D

COMPUTER
HARDWARE & SOFTWARE

COMPUTER HARDWARE

Q-46

Which of the following is the most commonly used input device?

A) Printer

B) Monitor

C) Keyboard

D) Speaker

ANS -C

Q-47

A device used to point, click, and drag on the screen is:

A) Keyboard
B) Mouse
C) Monitor
D) Joystick

ANS -B

Q-48

Which device is used to scan printed documents and convert them into digital format?

A) Monitor

B) Printer

C) Scanner

D) Speaker

ANS -C

Q-49

What type of device is a microphone?

A) Input

B) Output

C) Storage

D) Processing

ANS -A

Q-50 Which input device is most suitable for playing video games?

A) Light pen
B) Joystick
C) Keyboard
D) Trackball

ANS -B

Joystick

5

Q-51

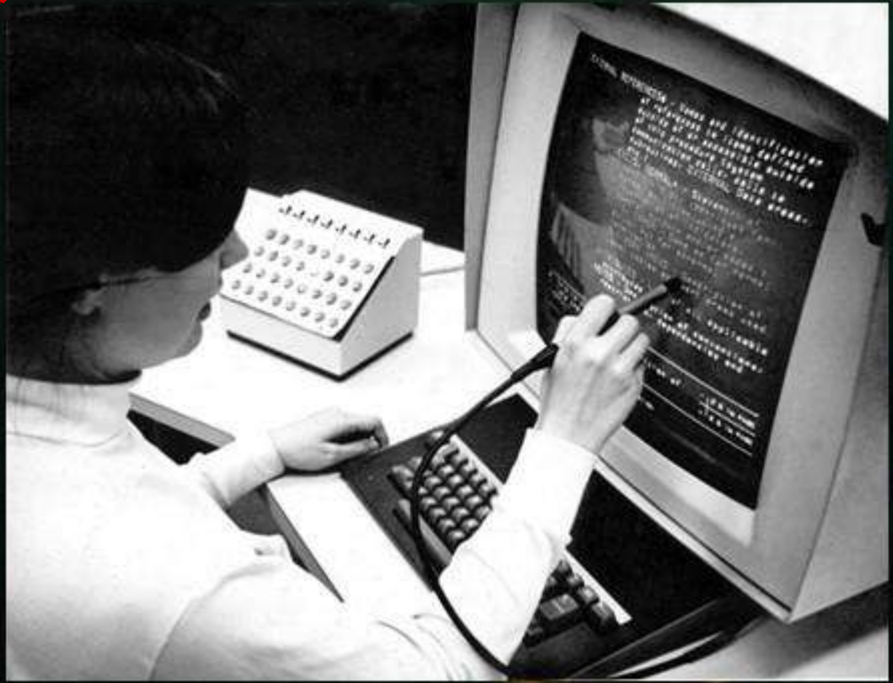
A light pen is used to:

A) Scan documents

B) Print labels

C) Draw or select on screen

D) Record sound



ANS -C

Q-52

The device used to read characters printed in special ink, used in banks, is:

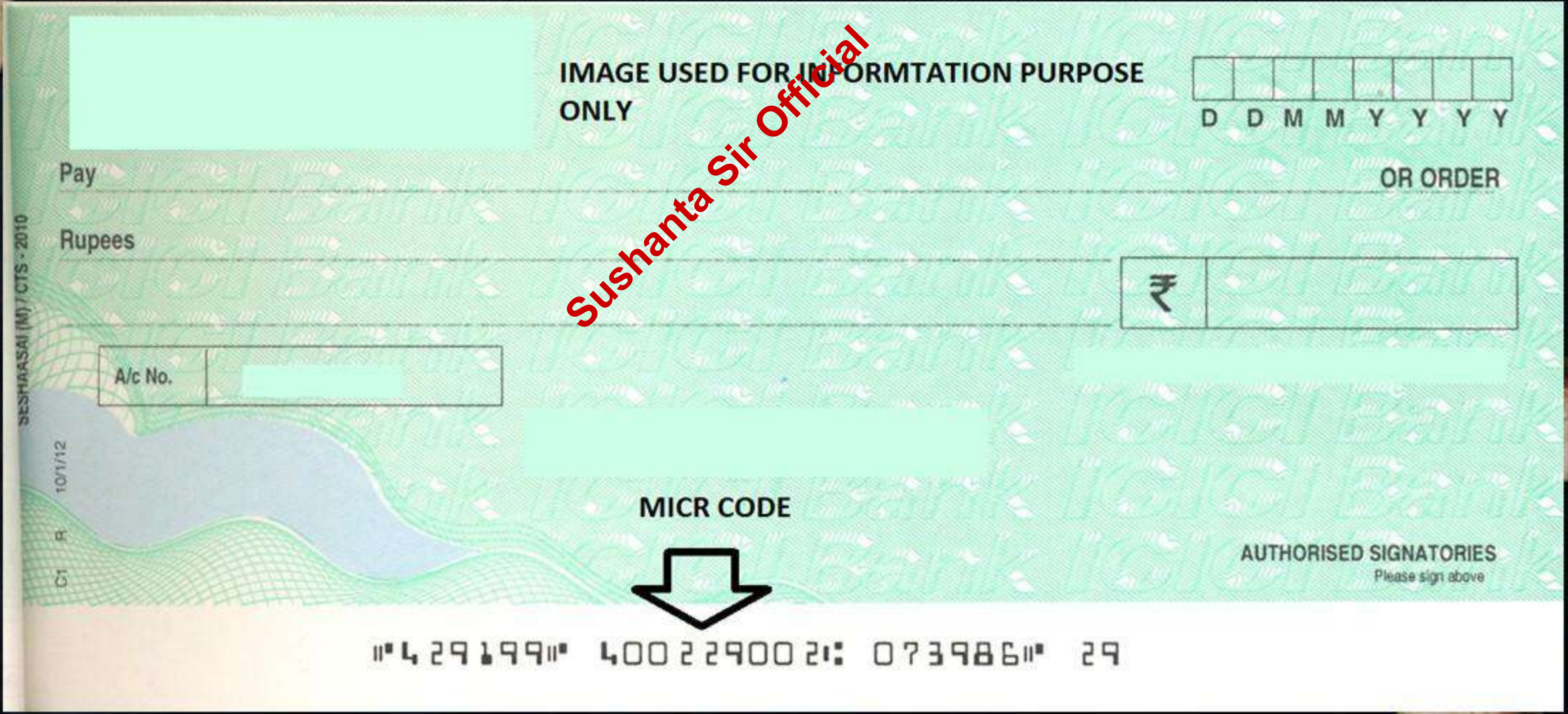
A) MICR

B) OMR

C) OCR

D) Scanner

ANS -A



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MICR CODE

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Q-53

Which device reads the bar patterns from products?

A) OMR

B) OCR

C) Barcode Reader

D) MICR

ANS -C

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1 2 3 4 5 6 7 8 9 0 1 2 8

Q-54

Which device is an input device and also a pointing device?

A) KeyBoard
B) Trackball
C) Monitor
D) Speaker

ANS -B

Kensington

Q-55

Which input device is specially used to mark answers in objective tests?

A) OCR

B) OMR

C) MICR

D) Touchpad

ANS -B

Q-56

Which of the following is NOT an input device?

A) Touchscreen

B) Barcode Reader

C) Monitor

D) Joystick

ANS -c

Q-57

OCR is used to:

A) Scan colors

B) Recognize handwritten

C) Print documents

D) Record videos

ANS -b

Q-58

A device that combines keyboard and screen as both input and output is:

A) Projector
B) Touchscreen
C) Mouse
D) Printer

ANS -B

Q-59

Which input device can identify fingerprints or iris?

A) Webcam

B) Scanner

C) Biometric device

D) OCR

ANS -C

Q-60

The movement of a mouse is translated into:

A) Sound

B) Click

C) Image

D) Cursor movement

ANS -D

6

Q-61

Which of the following is a speech input device?

A) Webcam

B) Speaker

C) Microphone

D) Monitor

ANS -C

Q-62 A device used to digitize hand-drawn images is called:

A) Plotter

B) Graphic Tablet

C) OMR

D) OCR

ANS -B

Q-63

Which of the following is NOT an output device?

A) Monitor

B) Printer

C) Keyboard

D) Projector

ANS -C

Q-64

What does DPI in printers stand for?

A) Dots Per Inch

B) Data Per Inch

C) Display Pixel Information

D) Dot Processing Interface

ANS -A

Q-65

Which of the following is an example of a softcopy output device?

A) Monitor

B) Printer

C) Plotter

D) Speaker

ANS -A

Q-66

Which device is used to produce sound output in a computer system?

A) Scanner

B) Speaker

C) Monitor

D) Joystick

ANS -B

Q-67

What type of printer sprays tiny droplets of ink directly onto paper?

A) Dot Matrix Printer
B) Laser Printer
C) Inkjet Printer
D) Thermal Printer

ANS -C

Q-68

Which device is used to project visual output onto a large screen?

A) Monitor
B) Projector
C) Speaker
D) Touchpad

ANS -B

Q-69

Which of these printers uses toner instead of ink?

A) Inkjet Printer

B) Laser Printer

C) Dot Matrix Printer

D) Thermal Printer

ANS -B

Q-70

What is the main function of a plotter?

A) Print barcodes

B) Print large drawings like blueprints

C) Scan images

D) Display video

ANS -B

7

Q-71

Which of these is considered a hardcopy output device?

A) Monitor
B) Printer
C) Speaker
D) Webcam

ANS -B

Q-72

The monitor is also known as:

A) Visual Display Unit (VDU)

B) Optical Reader

C) Light Pen

D) CPU

ANS -A

Q-73

Which of the following is not an output device?

A. Monitor
B. Speaker
C. Mouse
D. Printer

ANS -C

Q-74

Which of the following is a soft copy output device?

A. Monitor

B. Printer

C. Plotter

D. Speaker

ANS -A

Q-75

Which of the following is a visual output device?

A. Printer

B. Plotter

C. Monitor

D. Speaker

ANS -C

Q-76

Which output device is used for creating large engineering drawings or banners?

A. Monitor
B. Printer
C. Plotter
D. Projector

ANS -C

Q-77

What kind of output device is a projector?

A. Tactile
B. Visual
C. Audio
D. Digital

ANS -B

Q-78

Which output device is used for audio output?

A. Monitor

B. Printer

C. Speaker

D. Plotter

ANS -C

Q-79

Which of the following devices provides both input and output functions?

A. Touch screen
B. Keyboard
C. Printer
D. Mouse

ANS -A

Q-80

Which feature of an output device determines the clarity of the image on screen?

A. Bit rate

B. DPI

C. Refresh rate

D. Resolution

ANS -D

8

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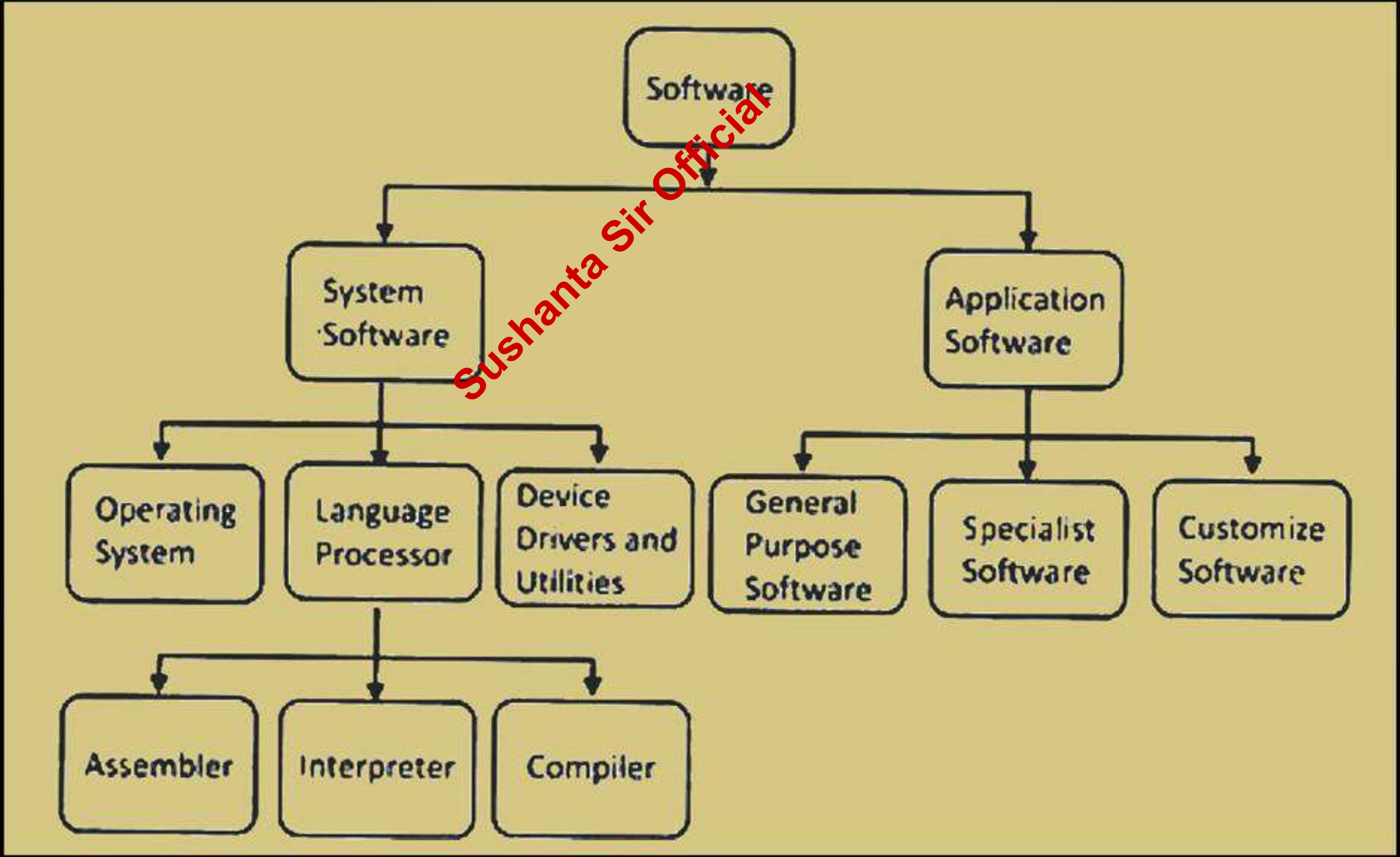
COMPUTER SOFTWARE

Q-81

Which of the following is NOT a type of system software?

a) Operating System
b) Language Processor
c) Web Browser
d) Device Drivers

ANS -C



Software

System Software

Application Software

Operating System

Language Processor

Device Drivers and Utilities

General Purpose Software

Specialist Software

Customize Software

Assembler

Interpreter

Compiler

Names of Application Software

1. Word Processors
2. Spreadsheet Software
3. Presentation Software
4. Database
5. Web Browsers
6. Multimedia
7. Communication Software
8. Email Clients
9. Accounting Software
10. Graphics and Design

Utility Software

1. Antivirus Software
2. File Management Software
3. Disk Cleanup Software
4. Disk Defragmenter
5. Backup Software
6. Compression Software
7. Firewall Software
8. System Monitoring Tools
9. Uninstallers
10. Registry Cleaners

Q-82

What is the function of an operating system?

a) Provides a platform for software applications

b) Translates high-level language to machine code

c) Detects and removes viruses

d) Manages accounting tasks

ANS -A

Q-83

Which software helps the operating system communicate with hardware devices?

a) Utility Software

b) Device Drivers

c) Web Browsers

d) Email Clients

ANS -B

Q-84

What is the purpose of utility software?

a) Perform specific tasks to maintain computer performance

b) Manage hardware resources

c) Translate programming languages

d) Create and edit documents

ANS -A

Q-85

Which software is used for data organization and calculations?

a) Word Processor

b) Spreadsheet Software

c) Multimedia Software

d) Email Client

ANS -B

Q-86

Which programming language was developed by Dennis Ritchie?

A) Python

B) C

C) Java

D) COBOL

ANS -B

- ☐ **Important Computer Languages and Their Inventors**

Types of Computer Translators:

1. Compiler –
2. Interpreter –
3. Assembler –

Q-87

Who is the inventor of Python?

A) James Gosling

B) Bjarne Stroustrup

C) Guido van Rossum

D) Donald Knuth

ANS -C

Q-88

The main difference between an interpreter and a compiler is:

a) Interpreter translates the code line-by-line, whereas the compiler translates the whole code at once

b) Compiler is faster than an interpreter

c) Interpreter executes code immediately while compiling

d) All of the above

ANS -D

Q-89

Which type of translator converts the entire source code into machine code before execution?

A) Compiler

B) Interpreter

C) Assembler

D) Debugger

ANS -A

Q-90

Which of the following is NOT a function of a compiler?

A) Syntax checking
B) Generating machine code
C) Executing the code line by line
D) Optimization of code

ANS -C

9

COMPUTER OS

Types of Operating Systems-

1. Batch OS – IBM OS/360
2. Single-User OS – MS-DOS, Windows 10
3. Multi-User OS – UNIX, Linux
4. Multiprocessor OS – Windows Server, Linux SMP
5. Multitasking OS – Windows, macOS
6. Multithreading OS – Java-based OS, Windows
7. Embedded OS – RTOS (used in ATMs, Smart TVs)
8. Extended OS – Windows NT
9. Real-Time OS (RTOS) – VxWorks, QNX

Types of Operating Systems

1️⃣ Batch OS – Executes jobs in batches without user interaction (e.g., IBM OS/360).
2️⃣ Single-User OS – Supports one user at a time (e.g., MS-DOS, Windows 10).
3️⃣ Multi-User OS – Allows multiple users to access the system (e.g., UNIX, Linux).
4️⃣ Multiprocessor OS – Uses multiple CPUs to enhance performance (e.g., Windows Server, Linux SMP).
5️⃣ Multitasking OS – Runs multiple applications simultaneously (e.g., Windows, macOS).
6️⃣ Multithreading OS – Supports multiple threads within a single process (e.g., Java-based OS, Windows).
7️⃣ Embedded OS – Designed for specialized devices (e.g., RTOS in ATMs, Smart TVs).
8️⃣ Extended OS – Enhances features of an existing OS for better performance (e.g., Windows NT).
9️⃣ Real-Time OS (RTOS) – Processes tasks instantly for critical applications (e.g., VxWorks, QNX).

- BOOTING-
- REBOOTING-

- SHUTDOWN-
- SLEEP-
- HIBERNATE -

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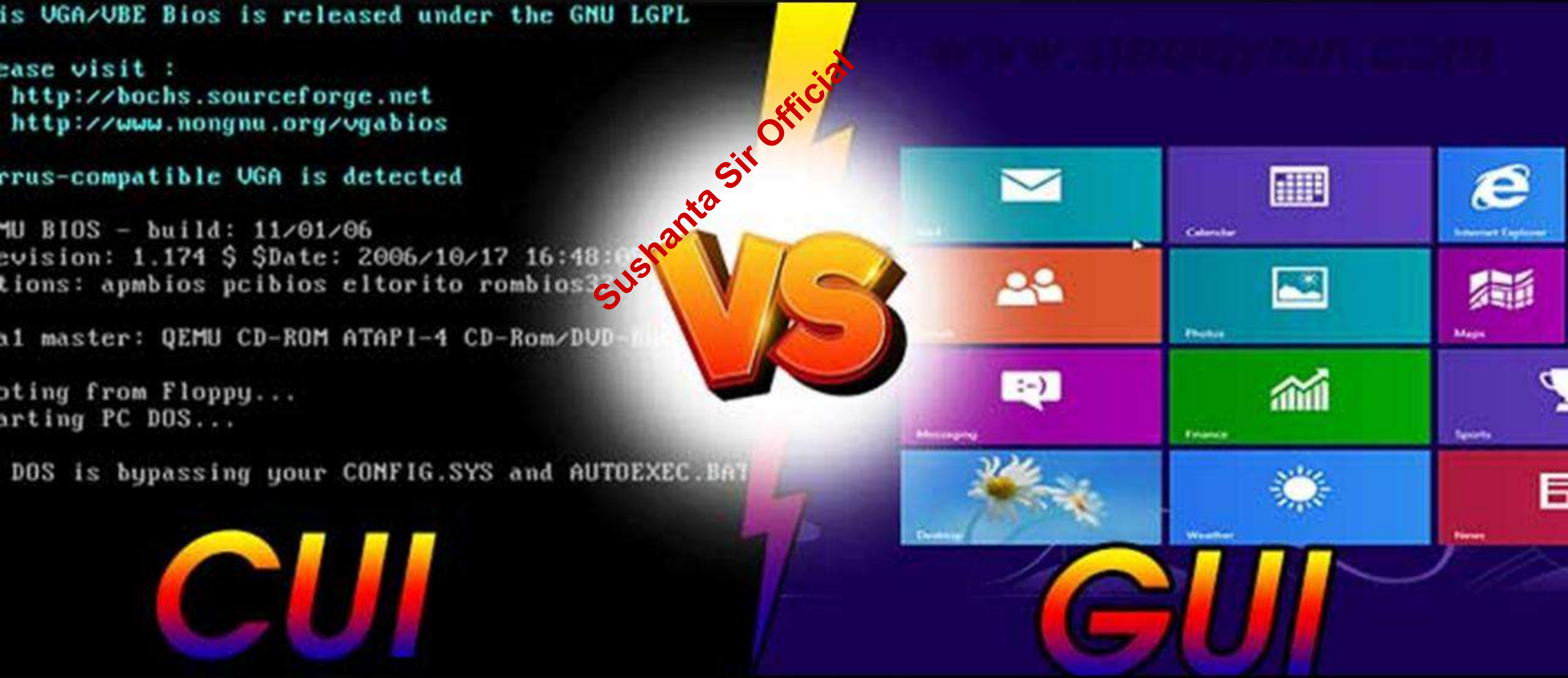


```
is VGA/VBE Bios is released under the GNU LGPL

ease visit :
 http://bochs.sourceforge.net
 http://www.nongnu.org/vgabios

rrus-compatible VGA is detected

MU BIOS - build: 11/01/06
evision: 1.174 $ $Date: 2006/10/17 16:48:0
tions: apmbios pcibios eltorito rombios3

al master: QEMU CD-ROM ATAPI-4 CD-Rom/DVD-

oting from Floppy...
arting PC DOS...

 DOS is bypassing your CONFIG.SYS and AUTOEXEC.BAT
```

CUI
VS
GUI
Calendar
Internet Explorer
Photos
Maps
Messaging
Finance
Sports
Desktop
Weather
News

Q-91

Which of the following is NOT a Multi-User OS?

a) UNIX

b) Linux

c) Windows 10

d) Windows Server

ANS -C

Q-92

Which type of operating system allows only one user at a time?

a) Multi-User OS

b) Single-User OS

c) Multiprocessing OS

d) Batch OS

ANS -B

Q-93

A multiprocessor operating system is designed to work with how many CPUs?

a) One

b) Two or more

c) Three only

d) None

ANS -B

Q-94

What is the purpose of rebooting a computer?

a) Completely shut it down

b) Reset and restart the system

c) Put the computer into sleep mode

d) Hibernate the system

ANS -B

Q-95

Which type of OS is mostly used in Smart TVs and ATMs?

a) Multi-User OS

b) Embedded OS

c) Extended OS

d) Batch OS

ANS -B

MAIL SERVICES

Q-96

user123@gmail.com, "user123" is known as the:

A) Domain Name

B) Email ID

C) Username

D) Protocol

ANS -C

Components of an Email Address:

📌 Example:
user123@gmail.com

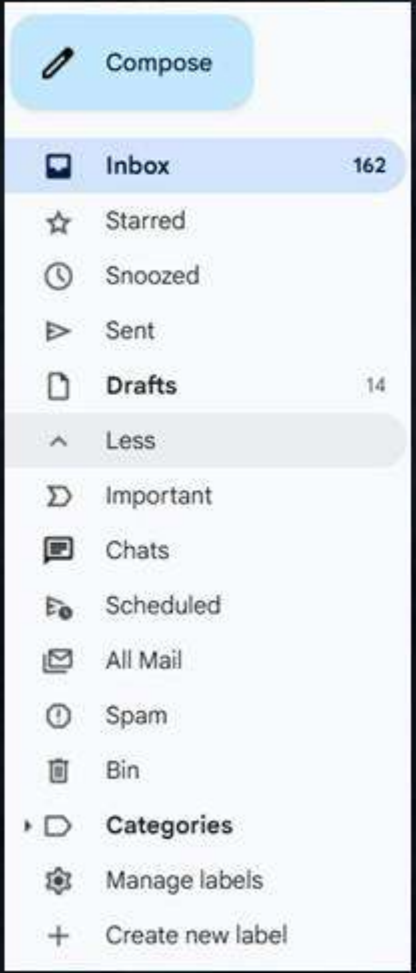
- Username → "user123"
- @ (At Symbol) → Separates username from domain
- Domain Name → "gmail.com" (indicates the email provider)

Common Email Protocols:

- SMTP (Simple Mail Transfer Protocol) – Sends emails.
- IMAP (Internet Message Access Protocol) – Reads emails from the server.
- POP3 – Downloads emails

📩 Gmail (Google Mail)

- Gmail is Google's free email service, launched in 2004.
- It provides 15GB of free storage (expandable with Google One).
- Supports integration with Google Drive, Docs, Calendar, and Meet.


Compose
Inbox 162
Starred
Snoozed
Sent
Drafts 14
Less
Important
Chats
Scheduled
All Mail
Spam
Bin
Categories
Manage labels
Create new label

Q-97

What does the "@" symbol in an email address indicate?

A) Separates the recipient and sender

B) Separates the username from the domain

C) Indicates the email is sent

D) Denotes a secure email

ANS -B

Q-98

What is the function of SMTP in email communication?

A) It stores emails on the server

B) It downloads emails to the local device

C) It sends emails from the sender to the recipient

D) It deletes emails from the inbox

ANS -C

Q-99

Which email protocol allows multiple devices to access and sync emails from the server?

A) SMTP

B) POP3

C) IMAP

D) DNS

ANS -C

Q-100

Which of the following is NOT a feature of Gmail?

A) Integration with Google Drive

B) Offline Email Access

C) Cloud-Based Storage

D) Auto-Deleting Emails After One Month

ANS -D

10

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Q-101

What is the purpose of the "Subject" line in an email?

A) To add an attachment

B) To provide a brief summary of the email

C) To include the recipient's name

D) To encrypt the email

ANS -B

Q-102

What is the default free storage capacity of Gmail?

A) 10GB

B) 15GB

C) 20GB

D) 25GB

ANS -B

MEMORY

STORAGE UNITS -

Q-103

Which of the following is the smallest unit of memory?

a) Bit
b) Byte
c) Kilobyte
d) Megabyte

ANS -A

Q-104

Which of the following is the largest memory unit?

a) Gigabyte

b) Terabyte

c) Petabyte

d) Exabyte

ANS -D

REGISTER-

Types of Registers:

1. **Accumulator (ACC)** – Stores intermediate arithmetic and logic results.
2. **Program Counter (PC)** – Holds the address of the next instruction.
3. **Instruction Register (IR)** – Stores the current instruction being executed.
4. **Memory Address Register (MAR)** – Holds memory addresses for data retrieval.
5. **Memory Data Register (MDR)** – Stores data fetched from or sent to memory.
6. **Stack Pointer (SP)** – Tracks the top of the stack in memory.
7. **Flag Register (FR)** – Holds status flags for CPU operations.

Q-108

Which register holds the memory address of the instruction to be executed?

a) Accumulator
b) Program Counter (PC)
c) Memory Address Register (MAR)
d) Instruction Register (IR)

ANS -B

CACHE-

Q-105

Cache memory is used to

a) Store frequently accessed data

b) Increase RAM size

c) Replace the hard disk

d) Store operating system files permanently

ANS -A

Q-106

Which cache memory has the largest size but is slower compared to others?

a) L1

b) L2

c) L3

d) L4

ANS -C

Q-107

Which technique is used in cache memory to replace the least used data?

a) FIFO
b) LRU
c) Round Robin
d) Paging

ANS -B

RAM

- **Full Form:**
- Random Access Memory
- **Types of RAM:**
- SRAM - Static RAM
- DRAM - Dynamic RAM
- SDRAM - Synchronous DRAM
- DDR - Double Data Rate (DDR, DDR2, DDR3, DDR4)
- VRAM - Video RAM (used in graphics)
- **Characteristics of RAM:**
- Volatile memory (data lost when power is off)
- Primary memory of the computer
- Temporary storage for data and programs
- Faster than secondary memory
- Allows random access to data
- Essential for multitasking

ROM

- **Full Form:**
- Read Only Memory
- **Types of ROM:**
- PROM - Programmable ROM
- EPROM - Erasable Programmable ROM
- EEPROM - Electrically Erasable Programmable ROM
- Mask ROM - Pre-programmed during manufacturing
- **Characteristics of ROM:**
- Non-volatile memory (data is retained without power)
- Permanent storage of data/instructions
- Used to store firmware or BIOS
- Read-only (or limited write in EEPROM)
- Data cannot be easily modified
- Slower than RAM

Q-109

Which of the following is NOT a characteristic of RAM?

a) Volatile

b) Temporary storage

c) Non-volatile

d) Fast access

ANS -C

Q-110

Which type of ROM can be rewritten using an electrical signal?

a) PROM
b) EPROM
c) EEPROM
d) Mask ROM

ANS -C

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Q-111

Which ROM type can only be programmed once?

a) EPROM
b) PROM
c) EEPROM
d) Flash ROM

ANS -B

Q-112

What is the main purpose of secondary memory?

a) To store frequently used data

b) To store permanent data

c) To execute instructions

d) To provide fast access to the processor

ANS -B

Secondary Memory -

Storage Type	Description	Examples	Key Features
Magnetic Tape	Sequential access storage using magnetic coating on plastic	Cassette tape, Data tape	Low cost, high capacity, **slow**, used in backups
Magnetic Disk	Circular platters coated with magnetic material	Hard Disk Drive (HDD), Floppy	Random access, large storage, **spinning disk**
Optical Disk	Uses **laser** to read/write data on reflective surfaces	CD, DVD, Blu-ray	Cheap, portable, **slower than HDD**, read-only/writeable
Flash Memory	Solid-state storage using **electrical circuits**	SSD, Pen Drive, Memory Card	No moving parts, **fast**, durable, portable

Secondary Memory –

🧠 Extra Points:

- ➢ Magnetic Tape = Cheapest but slowest
- ➢ Magnetic Disk = Common in desktops/laptops
- ➢ Optical Disk = Good for media & distribution
- ➢ Flash Memory = Fastest, used in modern devices

Q-113

Which of the following is NOT a characteristic of secondary memory?

a) Non-volatile

b) Permanent storage

c) Faster than primary memory

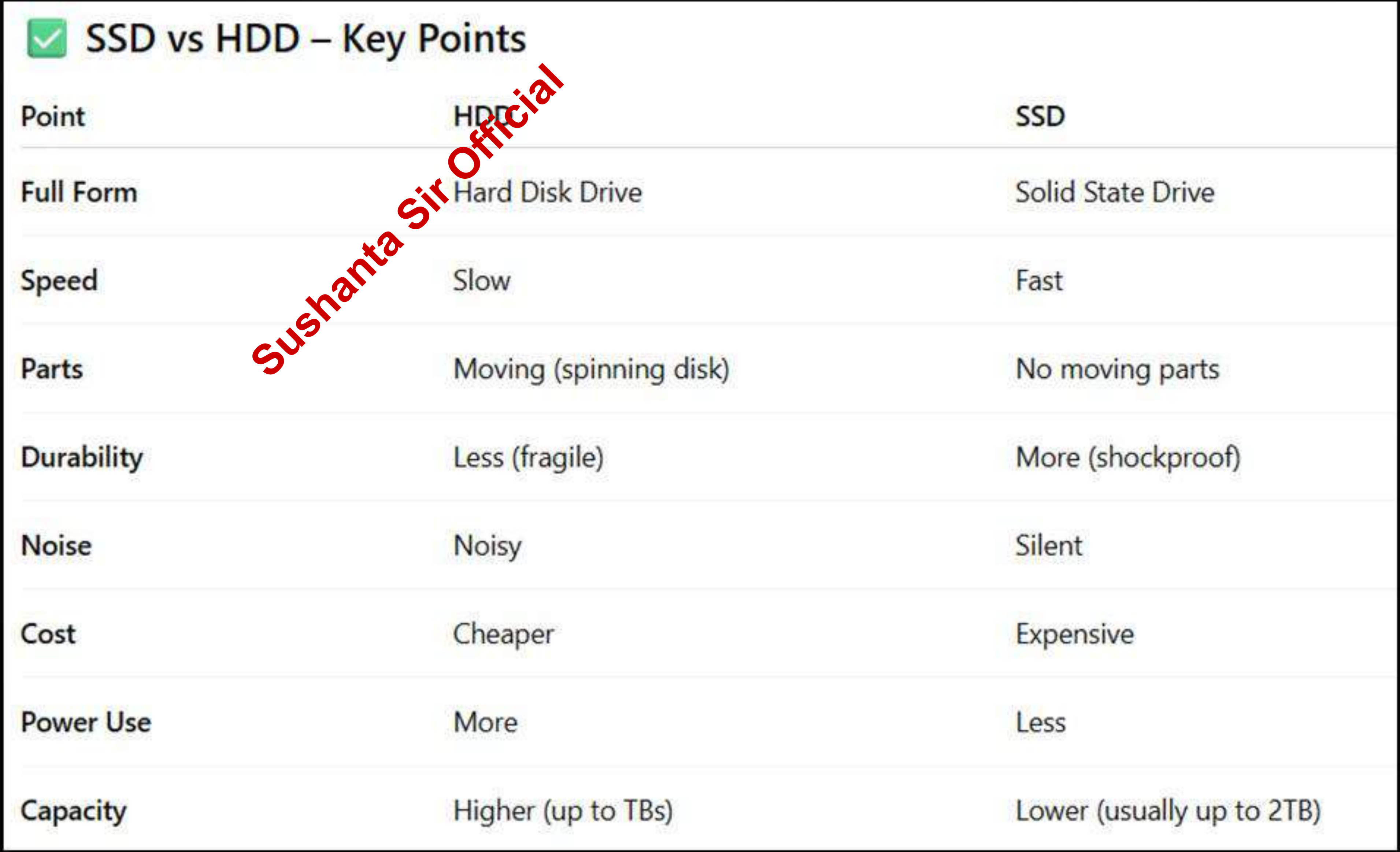
d) Large storage capacity

ANS -C

Magnetic Disks-

SanDisk
SSD PLUS
Solid State Drive
SanDisk

SSD VS HDD-



✅ SSD vs HDD – Key Points

Point	HDD	SSD
Full Form	Hard Disk Drive	Solid State Drive
Speed	Slow	Fast
Parts	Moving (spinning disk)	No moving parts
Durability	Less (fragile)	More (shockproof)
Noise	Noisy	Silent
Cost	Cheaper	Expensive
Power Use	More	Less
Capacity	Higher (up to TBs)	Lower (usually up to 2TB)

Q-114

hich type of secondary storage device uses magnetic fields to store data?

a) Hard Disk Drive (HDD)
b) CD-ROM
c) Solid State Drive (SSD)
d) Blu-ray Disc

ANS -A

Q-115

Which of the following storage devices has no moving parts?

a) Hard Disk Drive

b) Optical Disk

c) Solid State Drive

d) Floppy Disk

ANS -C

Q-116

Which secondary memory device provides the highest storage capacity?

a) CD-ROM
b) DVD
c) Blu-ray Disc
d) Hard Disk Drive

ANS -D

Q-117

What is the main advantage of SSD over HDD?

a) Cheaper price

b) Larger storage capacity

c) Faster read/write speed

d) Uses optical technology

ANS -C

Q-118

What is the standard storage capacity of a CD-ROM?

a) 500 MB
b) 700 MB
c) 4.7 GB
d) 50 GB

ANS -B

Q-119

Which type of CD can be written on once and read multiple times?

a) CD-R

b) CD-RW

c) CD-ROM

d) CD-Erasable

ANS -A

Q-120

Which of the following is an erasable optical disk?

a) CD-R
b) CD-RW
c) DVD-R
d) Blu-ray Disc

ANS -

Optical Disks -

DVD
Blu-ray Disc
COMPACT disc

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Q-121 What is the standard storage capacity of a single-layer DVD?

a) 700 MB
b) 4.7 GB
c) 25 GB
d) 50 GB

ANS -C

INTERNET & INTRANET

INTERNET – Interconnected Network

INTRANET- Internal Network

Q-122

What is the main difference between the Internet and an Intranet?

a) Internet is private, Intranet is public
b) Internet is used for internal communication only
c) Internet is global, Intranet is restricted within organizations
d) Both are used for the same purpose

ANS -C

Q-123 What does the term “Intranet” primarily refer to?

a) A type of software
b) A virtual private network
c) An online gaming system
d) A private network

ANS -D

Q-124

Which one is an example of Internet use?

a) Internal notice board of a company
b) Company's internal employee email system
c) Accessing online banking from home
d) HR portal within the office only

ANS -C

Q-125

Which of the following requires authentication to access?

a) Internet
b) YouTube
c) Google
d) Intranet

ANS -D

BROWSER

Q-126

Which of the following is NOT a web browser?

a) Google Chrome

b) Mozilla Firefox

c) Microsoft Word

d) Safari

ANS -C

Q-127

What is the main function of a web browser?

a) Scan the computer for viruses

b) Display webpages from the internet

c) Create spreadsheets

d) Write programming codes

ANS -B

Q-128

Which of the following browsers is developed by Microsoft?

a) Chrome
b) Opera
c) Edge
d) Safari

ANS -C

Q-129

What does URL stand for in a browser?

a) Uniform Resource Locator

b) Unique Resource Link

c) Unified Routing Locator

d) Universal Reference List

ANS -A

Q-130

Which protocol is used by browsers to access web pages?

a) FTP
b) HTTP
c) TCP
d) SMTP

ANS -B

13

Q-131

. Incognito Mode in browsers is used for?

a) Hiding IP address

b) Browsing without saving history or cookies

c) Downloading faster

d) Protecting from viruses

ANS -C

Q-132 What is the shortcut key to open a new tab in most browsers?

a) Ctrl + W
b) Ctrl + J
c) Ctrl + N
d) Ctrl + T

ANS -D

Q-133

Which browser was the first to become widely popular?

a) Google Chrome

b) Netscape Navigator

c) Mozilla Firefox

d) Safari

ANS -B

Q-134

What is the main purpose of a browser 'Bookmark'?

A. To open multiple tabs at once

B. To save login information

C. To store the IP address of a website

D. To save and quickly revisit a webpage

ANS -D

Q-135

Which browser introduced the concept of sandboxing to isolate tabs for security?

a) Firefox
b) Safari
c) Google Chrome
d) Internet Explorer

ANS -C

Q-136

Which of the following best defines a 'cookie' in the context of web browsing?

A. A virus downloaded from insecure websites

B. A small text file stored on the user's device by the browser

C. A backup file of the browsing history

D. A type of temporary internet file that speeds up browsing

ANS -B

Q-137

What is the difference between cache and cookies in browsers?

A. Cookies store files; cache stores personal data

B. Cache helps in faster loading; cookies store user data

C. Cache is used only by websites; cookies only by browsers

D. There is no difference

ANS -B

Q-138

In which menu of most browsers can you find your 'Bookmarks' or 'Favorites'?

A. Tools

B. View

C. Settings

D. Bookmarks or Star Icon

ANS -D

Q-139

Which of the following elements is NOT typically stored in browser history?

A. URLs of visited sites

B. Time of visit

C. Passwords

D. Titles of pages visited

ANS -C

Q-140

In web browsers, the feature used to store a specific webpage's address for future access is called:

A) Cookies

B) Cache

C) Bookmark

D) Pop-up Blocker

ANS -C

14

NETWORKING

Q-141

What is the typical range of a Personal Area Network (PAN)?

a) 1-10 meters

b) 10-100 meters

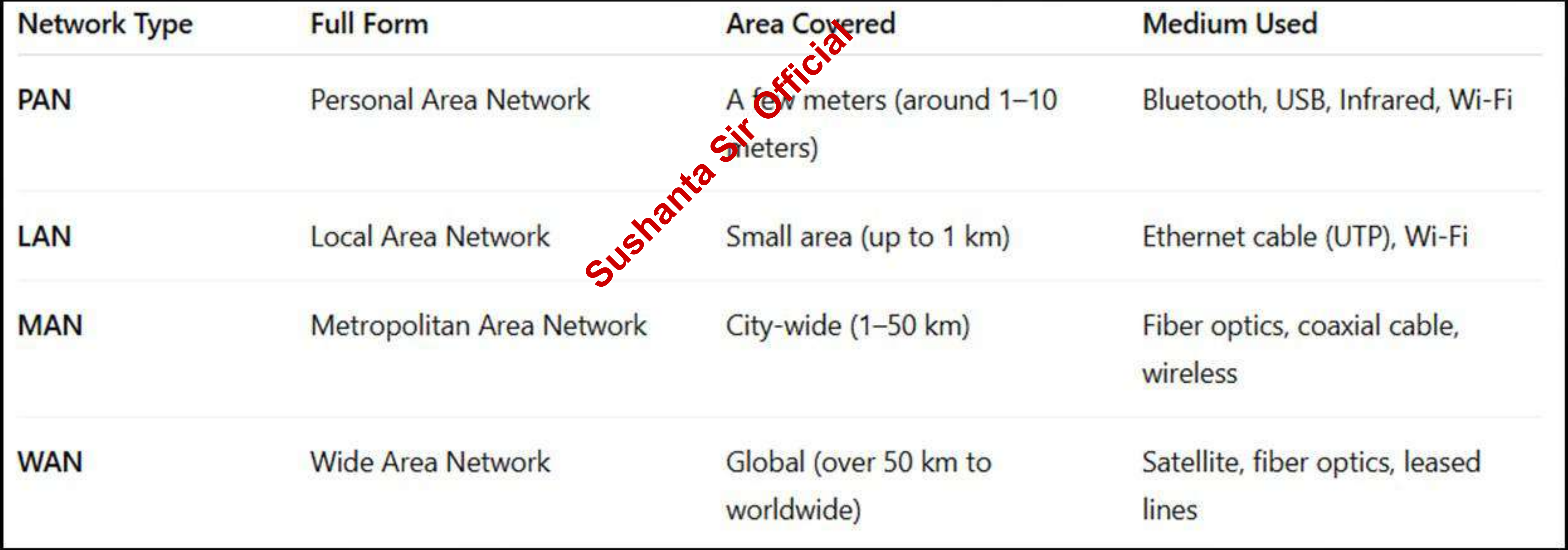
c) 100-500 meters

d) 1-10 kilometers

ANS -A

NETWORKING AREA –

- PAN
- LAN
- MAN
- WAN



Network Type	Full Form	Area Covered	Medium Used
PAN	Personal Area Network	A few meters (around 1–10 meters)	Bluetooth, USB, Infrared, Wi-Fi
LAN	Local Area Network	Small area (up to 1 km)	Ethernet cable (UTP), Wi-Fi
MAN	Metropolitan Area Network	City-wide (1–50 km)	Fiber optics, coaxial cable, wireless
WAN	Wide Area Network	Global (over 50 km to worldwide)	Satellite, fiber optics, leased lines

Q-142

Which of the following is an example of a PAN?

a) Bluetooth-connected headphones
b) Office network
c) City-wide Wi-Fi
d) Cloud computing network

ANS -A

Q-143

Which network type is typically used in schools, offices, and homes?

a) WAN
b) LAN
c) MAN
d) PAN

ANS -B

Q-144

What is the maximum recommended range of a standard Wi-Fi (WLAN) network?

a) 30 meters indoors

b) 200 meters outdoors

c) 5 kilometers

d) Both a and b

ANS -D

Q-145

Metropolitan Area Network (MAN)

Which of the following best describes a MAN?

a) Covers a single building

b) Covers a city or large campus

c) Covers a country

d) Covers multiple continents

ANS -B

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Modem vs Router

Q-146

Which of the following is the primary function of a modem?

a) Connects multiple devices within a network

b) Converts digital signals into analog and vice versa

c) Assigns IP addresses to connected devices

d) Enhances Wi-Fi signal strength

ANS -B

Q-147

A router primarily performs which of the following functions?

a) Converts data signals for transmission over telephone lines

b) Directs data traffic between networks

c) Compresses data for faster transmission

d) Stores backup network configurations

ANS -B

Q-148

Which of the following devices is required to access the internet from an ISP?

a) Router

b) Switch

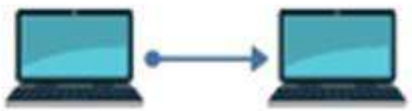
c) Modem

d) Access Point

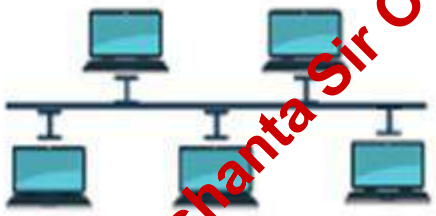
ANS -C

- ✓ISP
- ✓SEARCH ENGINE
- ✓BROWSER

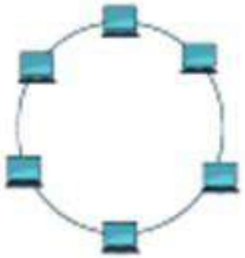
TYPES OF NETWORK TOPOLOGIES



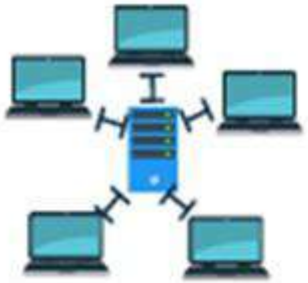
Point to Point



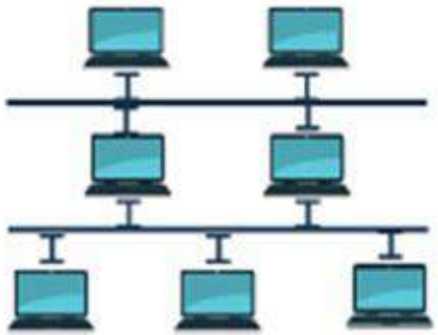
Bus



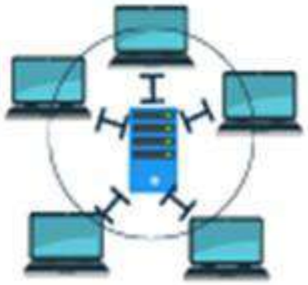
Ring



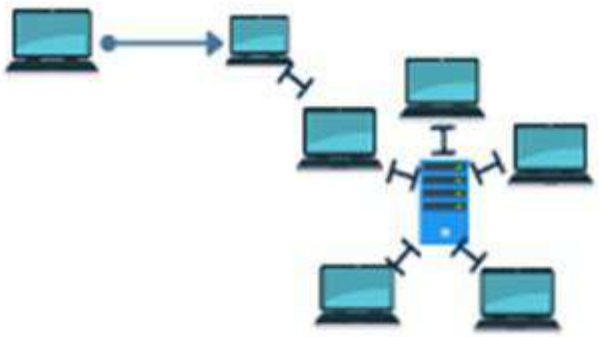
Star



Tree



Mesh



Hybrid

Q-149

Which network topology uses a central hub to connect all devices?

a) Bus

b) Ring

c) Star

d) Mesh

ANS -C

Q-150

Which topology is a combination of multiple topologies?

a) Star

b) Mesh

c) Hybrid

d) Tree

ANS -C

Q-151

Which of the following devices is required to access the internet from an ISP?

a) Router

b) Switch

c) Modem

d) Access Point

ANS -C

Q-152

Which topology ensures there is no single point of failure?

a) Bus

b) Ring

c) Mesh

d) Star

ANS -C

Q-153

In which topology does data travel in a circular manner?

a) Mesh

b) Star

c) Ring

d) Bus

ANS -C

- ➢ 🔌 **Switch**

A switch connects devices in a LAN and uses MAC addresses to forward data only to the intended device.

- • 🔗 **Hub**

A hub is a basic networking device that broadcasts data to all connected devices regardless of the destination.

- ✓ 🌐 **Router**

A router connects multiple networks together and directs data between them using IP addresses.

- ❑ 🌉 **Bridge**

A bridge connects and filters traffic between two LAN segments to reduce traffic and collisions.

Q-154

Which device uses MAC addresses to send data only to the intended device?

a) Hub

b) Switch

c) Router

d) Bridge

ANS -B

Q-155

Which of the following broadcasts data to all devices in a network segment?

a) Router
b) Bridge
c) Switch
d) Hub

ANS -B

Q-156

Which device connects different networks and routes data using IP addresses?

a) Switch

b) Hub

c) Router

d) Bridge

ANS -C

Q-157

Which of the following is used to connect LAN to the internet?

a) Hub
b) Bridge
c) Router
d) Switch

ANS -C

Q-158

Which device helps reduce network traffic by filtering and forwarding data between two LAN segments?

a) Hub

b) Bridge

c) Switch

d) Repeater

ANS -B

SOCIAL NETWORKING

Q-159

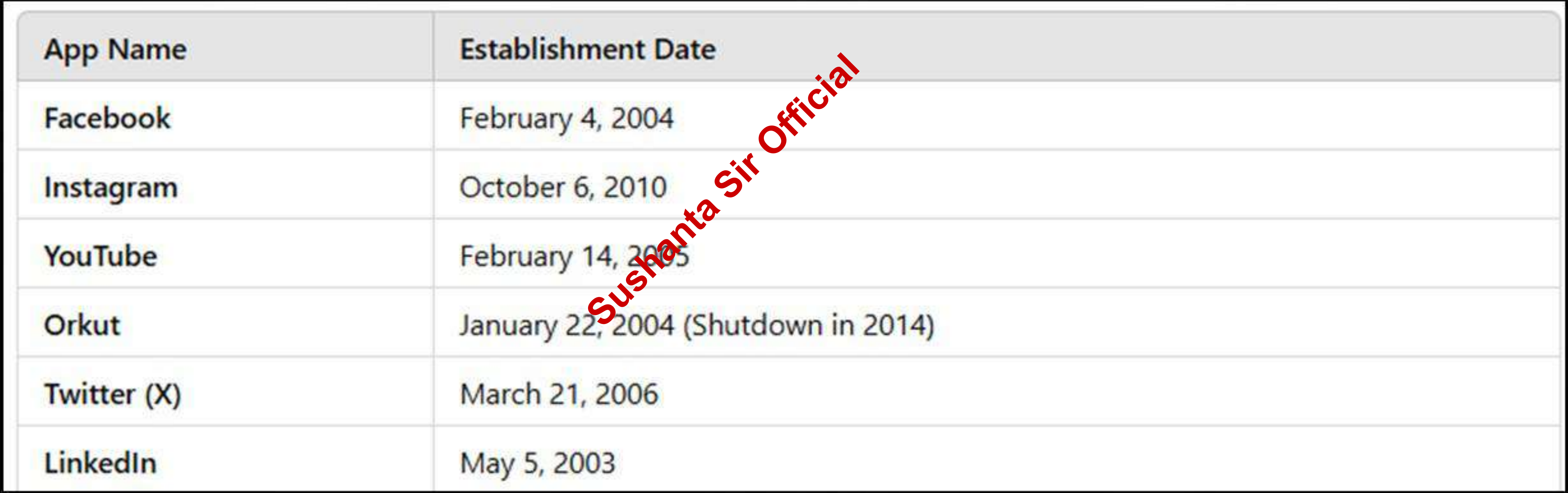
Which instant messaging service is owned by Meta (formerly Facebook)?

a) Telegram
b) WhatsApp
c) Zoom
d) Snapchat

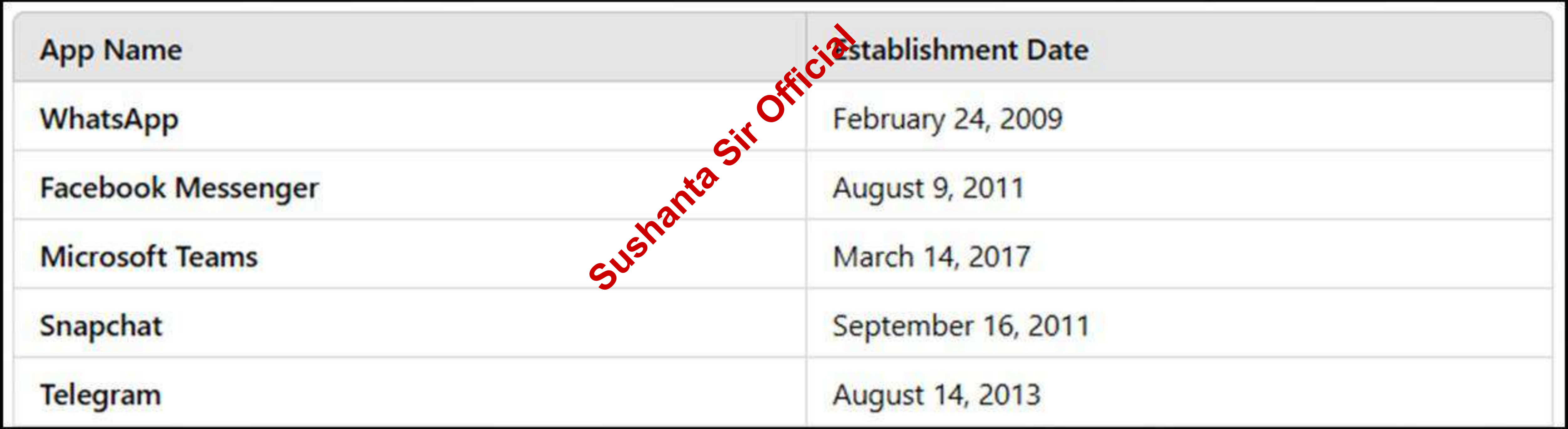
ANS -B

SOCIAL NETWORKING SITES

- Social Networking Websites
- Instant Messaging Services
- Video Calling



App Name	Establishment Date
Facebook	February 4, 2004
Instagram	October 6, 2010
YouTube	February 14, 2005
Orkut	January 22, 2004 (Shutdown in 2014)
Twitter (X)	March 21, 2006
LinkedIn	May 5, 2003



App Name	Establishment Date
WhatsApp	February 24, 2009
Facebook Messenger	August 9, 2011
Microsoft Teams	March 14, 2017
Snapchat	September 16, 2011
Telegram	August 14, 2013

Q-160

What is the main purpose of video calling services?

a) Sending text messages

b) Making audio calls

c) Conducting face-to-face virtual meetings

d) Writing emails

ANS -C

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Q-161 Which of the following is NOT a social networking website?

a) Facebook
b) Instagram
c) Google Drive
d) Twitter

ANS -C

Q-162

Which of the following platforms primarily focuses on professional networking?

a) Instagram
b) LinkedIn
c) Snapchat
d) TikTok

ANS -B

Q-163

What is the primary purpose of social networking websites?

a) Storing files online
b) Connecting and interacting with people online
c) Sending emails
d) Performing online transactions

ANS -B

Q-164

Which of these services is commonly used for group video conferencing?

a) Zoom

b) Gmail

c) Twitter

d) Dropbox

ANS -A

Q-165

When was Facebook officially launched?

a) 2003
b) 2004
c) 2005
d) 2006

ANS -B

COMPUTER VIRUSES,MALWARE, WORMS

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VIRUS

WORMS

Types of Hackers

- White Hat Hackers
- Black Hat Hackers
- Gray Hat Hackers

Types of Computer Viruses

- Boot Sector Virus
- File Infector Virus
- Trozan Horse
- Ransomware
- Spyware
- Adware
- Rootkit Virus

ANTIVIRUS SOFTWARE-

- Avast
- AVG
- K7
- Kaspersky
- Trend Micro
- Quick Heal
- Symantec
- Norton
- McAfee

Q-166

Which of the following best describes a computer virus?

a) A standalone program that spreads itself through networks

b) A malicious program that attaches itself to a host file

c) A hardware failure causing system crashes

d) A legitimate security software

ANS -B

Q-167

Which of the following is NOT a type of computer worm?

a) Email Worm
b) Internet Worm
c) Trojan Horse
d) File-Sharing Worm

ANS -C

Q-168

Which type of virus infects the Master Boot Record (MBR) of a hard drive?

a) File infector virus

b) Boot sector virus

c) Macro virus

d) Polymorphic virus

ANS -B

Q-169

Which of the following is a self-replicating program that does not need a host file to spread?

a) Trojan Horse
b) Worm
c) Rootkit
d) Spyware

ANS -B

Q-170

A type of malware that appears to be legitimate software but actually performs malicious actions is called:

a) Adware

b) Trojan Horse

c) Worm

d) Ransomware

ANS -B

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Q-171

What does adware typically do?

a) Destroys files

b) Encrypts the hard disk

c) Shows unwanted advertisements

d) Steals passwords

ANS -C

Q-172

Which malware locks your system or files and demands money to unlock them?

a) Spyware

b) File Infector

c) Rootkit

d) Ransomware

ANS -D

Q-173

Which malware hides its presence from security software to maintain control over a system?

a) Trojan Horse

b) Rootkit

c) Adware

d) Spyware

ANS -B

Q-174

Which of the following is designed to collect user information secretly?

a) Adware

b) Ransomware

c) Spyware

d) Worm

ANS -C

Q-175

Who are ethical hackers that help in improving security?

a) Black Hat Hackers
b) Gray Hat Hackers
c) White Hat Hackers
d) Script Kiddies

ANS -C

OSI MODEL

Q-176

How many layers are there in the OSI Model?

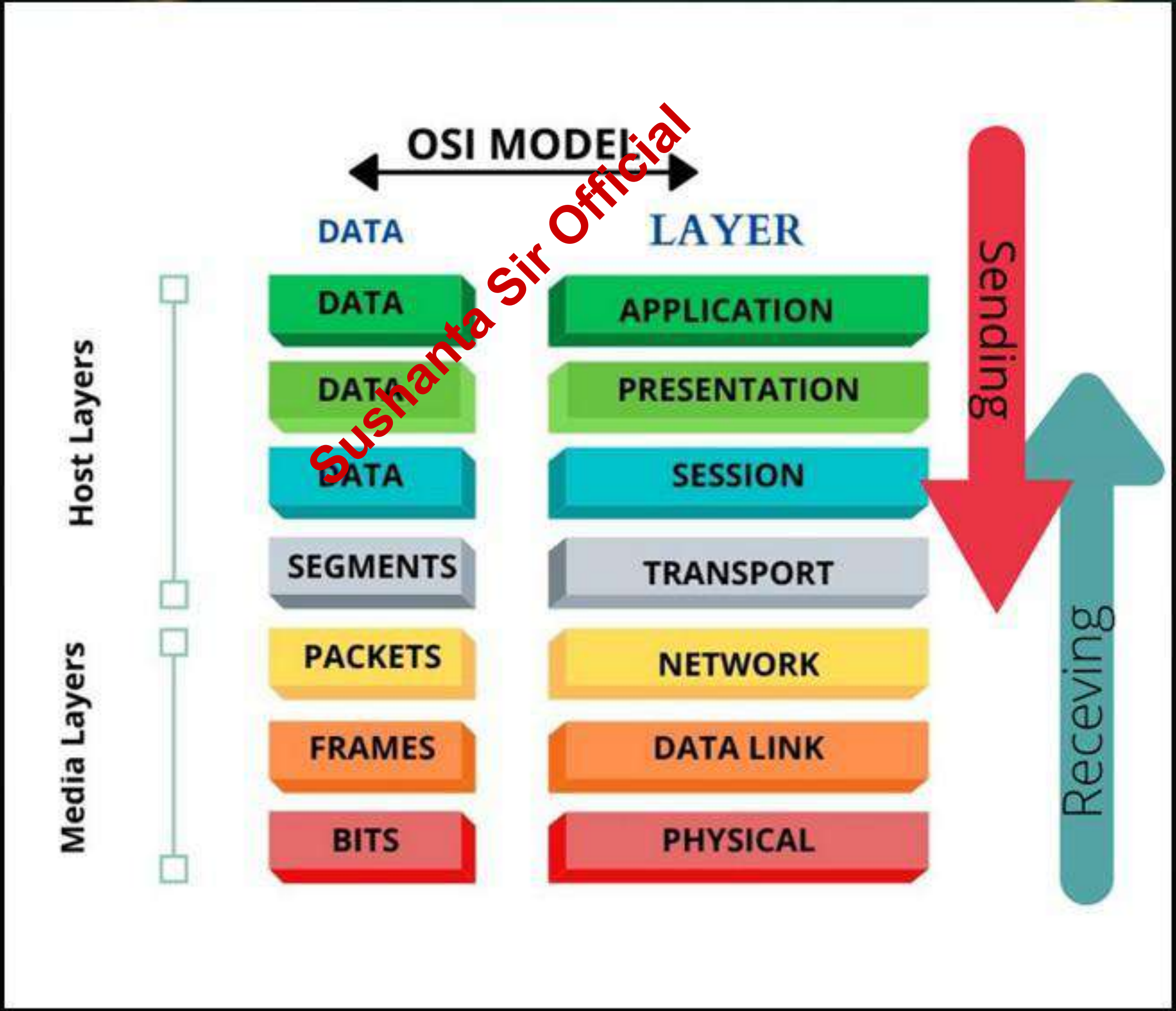
A) 5

B) 6

C) 7

D) 4

ANS -C



OSI MODEL
Sending
Receving
Host Layers
Media Layers

DATA	LAYER
DATA	APPLICATION
DATA	PRESENTATION
DATA	SESSION
SEGMENTS	TRANSPORT
PACKETS	NETWORK
FRAMES	DATA LINK
BITS	PHYSICAL

Q-177

Which layer of the OSI model is responsible for end-to-end delivery of messages?

A) Network Layer

B) Data Link Layer

C) Transport Layer

D) Physical Layer

ANS -C

Q-178

he function of error detection and correction is performed in which OSI layer?

A) Network

B) Session

C) Data Link

D) Application

ANS -C

Q-179

Which layer is responsible for data encryption and compression?

A) Presentation Layer

B) Session Layer

C) Application Layer

D) Transport Layer

ANS -A

Q-180

Which of the following is the topmost layer in the OSI model?

A) Network

B) Application

C) Transport

D) Session

ANS -B

18

Q-181

The IP protocol operates at which OSI layer?

A) Data Link

B) Network

C) Transport

D) Application

ANS -B

Q-182

Which layer is responsible for establishing, managing, and terminating sessions?

A) Application

B) Presentation

C) Session

D) Transport

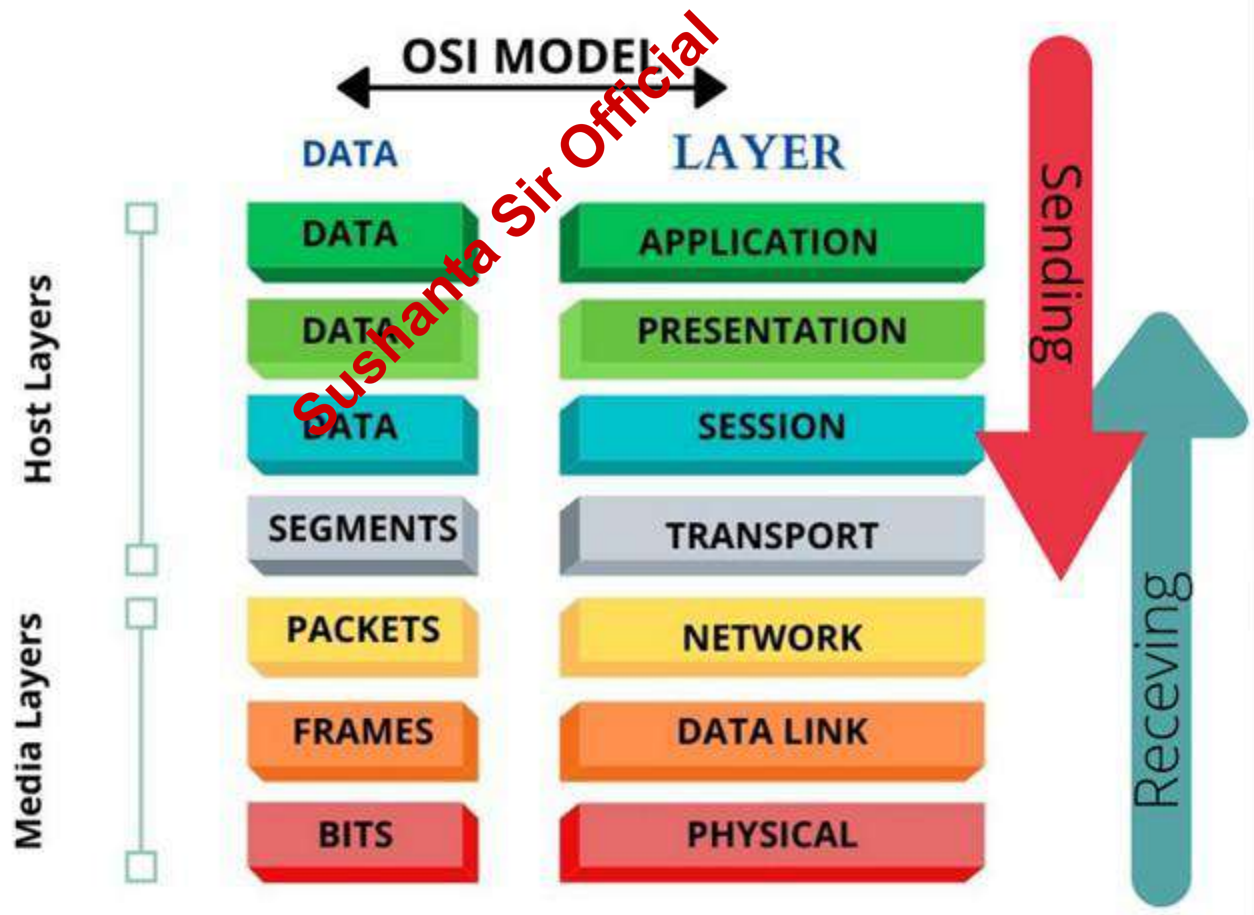
ANS -C

Q-183

Which OSI layer deals with physical connections and transmission of raw bits?

A) Network
B) Physical
C) Data Link
D) Session

ANS -B



OSI MODEL

DATA	LAYER
DATA	APPLICATION
DATA	PRESENTATION
DATA	SESSION
SEGMENTS	TRANSPORT
PACKETS	NETWORK
FRAMES	DATA LINK
BITS	PHYSICAL

Host Layers
Media Layers
Sending
Receving

7 layers of OSI model

Layer		
7	• Application	End User Layer
6	• Presentation	Syntax layer
5	• Session	Synch and send to Port
4	• Transport	End to End connection
3	• Network	Packets
2	• Data Link	Frames
1	• Physical	Physical structure

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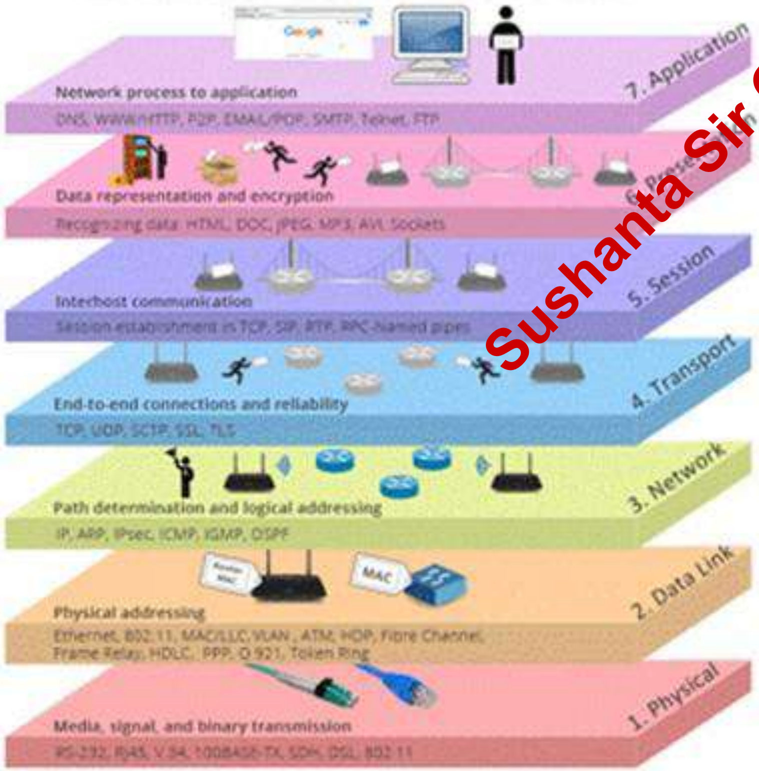
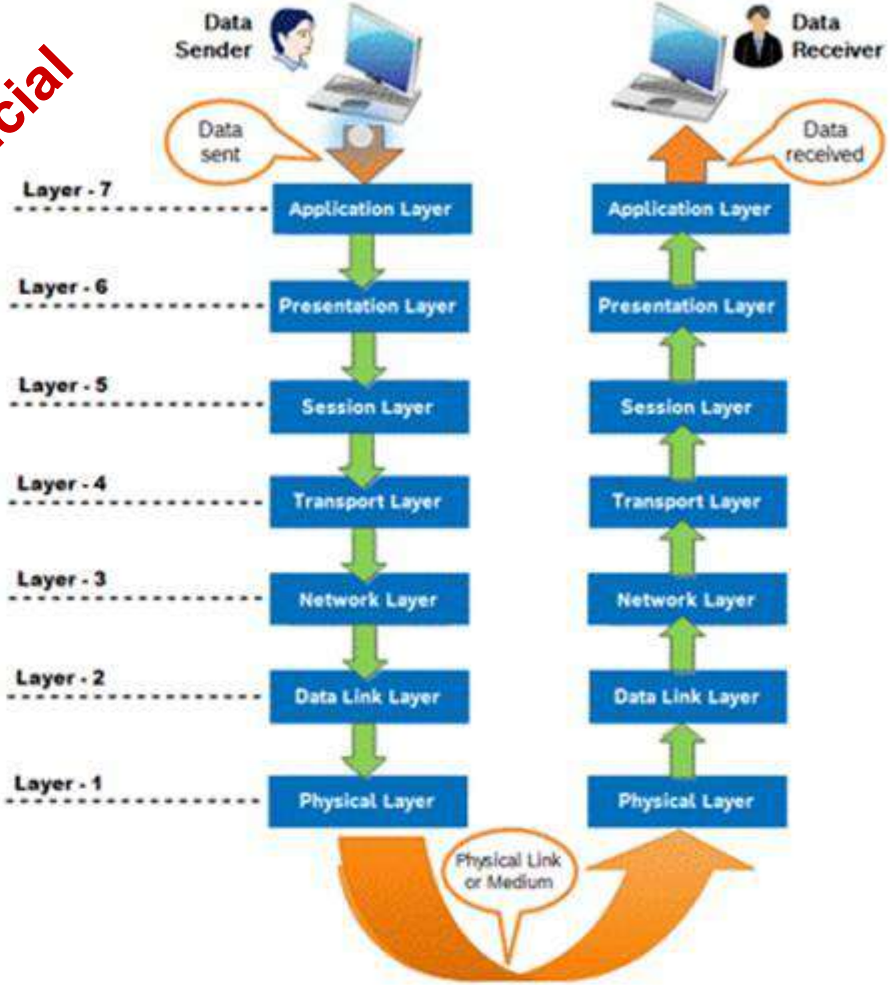
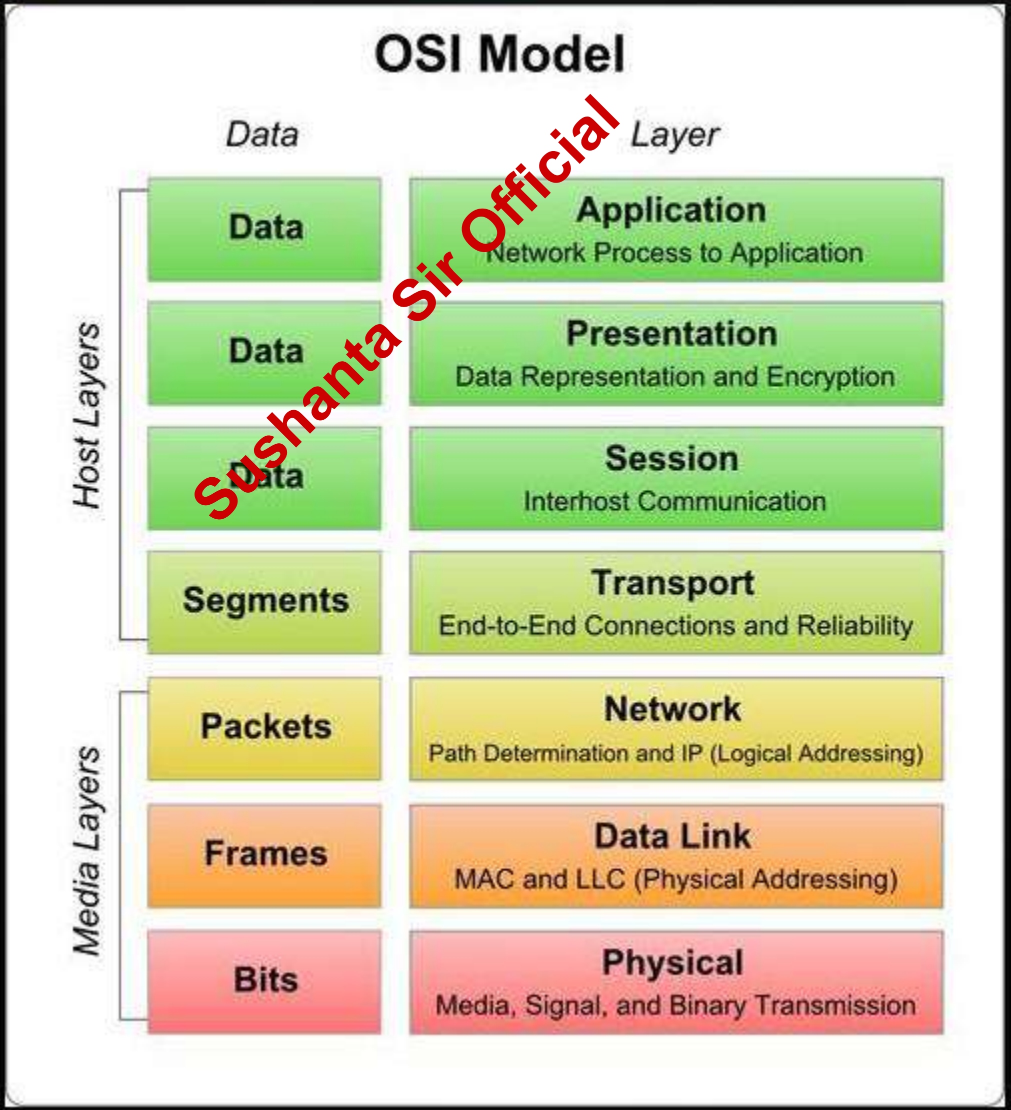
OSI MODEL – 7 LAYERS

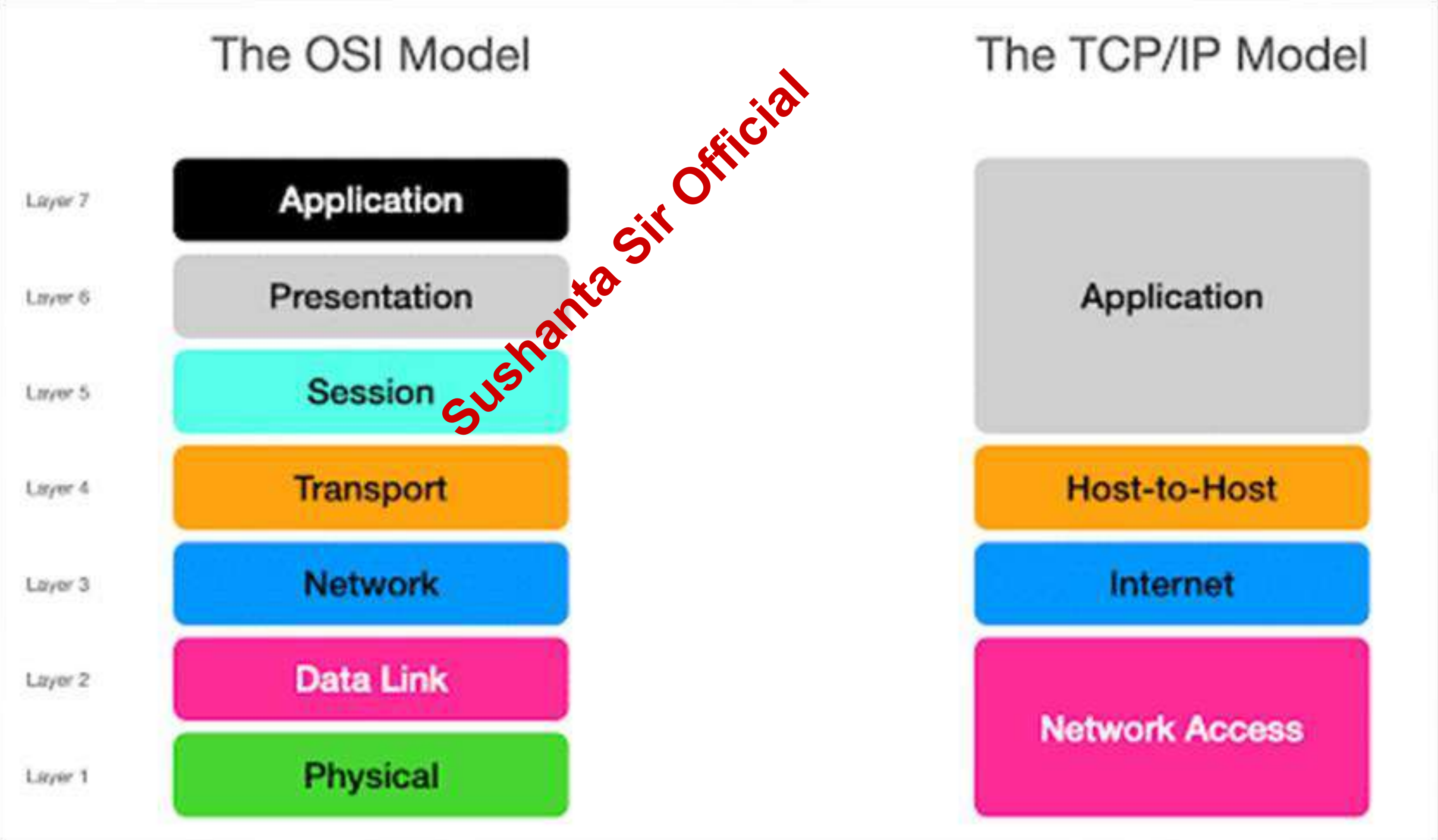

7. Application
Network process to application
DNS, WWW/HTTP, P2P, EMAIL/POP, SMTP, Telnet, FTP
6. Presentation
Data representation and encryption
Recognizing data: HTML, DOC, JPEG, MP3, AVI, Sockets
5. Session
Interhost communication
Session establishment in TCP, SIP, RTP, RPC-Named pipes
4. Transport
End-to-end connections and reliability
TCP, UDP, SCTP, SSL, TLS
3. Network
Path determination and logical addressing
IP, ARP, IPsec, ICMP, IGMP, OSPF
2. Data Link
Physical addressing
Ethernet, 802.11, MAC/LLC, VLAN, ATM, HDP, Fibre Channel, Frame Relay, HDLC, PPP, Q.921, Token Ring
MAC
1. Physical
Media, signal, and binary transmission
RS-232, RJ45, V.34, 100BASE-TX, SDH, DSL, 802.11


Data Sender
Data sent
Data Receiver
Data received
Layer - 7
Application Layer
Application Layer
Layer - 6
Presentation Layer
Presentation Layer
Layer - 5
Session Layer
Session Layer
Layer - 4
Transport Layer
Transport Layer
Layer - 3
Network Layer
Network Layer
Layer - 2
Data Link Layer
Data Link Layer
Layer - 1
Physical Layer
Physical Layer
Physical Link or Medium



OSI Model

	Data	Layer
Host Layers	**Data**	**Application** Network Process to Application
	Data	**Presentation** Data Representation and Encryption
	Data	**Session** Interhost Communication
	Segments	**Transport** End-to-End Connections and Reliability
Media Layers	**Packets**	**Network** Path Determination and IP (Logical Addressing)
	Frames	**Data Link** MAC and LLC (Physical Addressing)
	Bits	**Physical** Media, Signal, and Binary Transmission



	The OSI Model	The TCP/IP Model
Layer 7	Application	Application
Layer 6	Presentation	
Layer 5	Session	
Layer 4	Transport	Host-to-Host
Layer 3	Network	Internet
Layer 2	Data Link	Network Access
Layer 1	Physical	

- ✓ Physical → Hub, Repeater
- ✓ Data Link → Switch, Bridge, NIC
- ✓ Network → Router
- ✓ All Layers → Gateway

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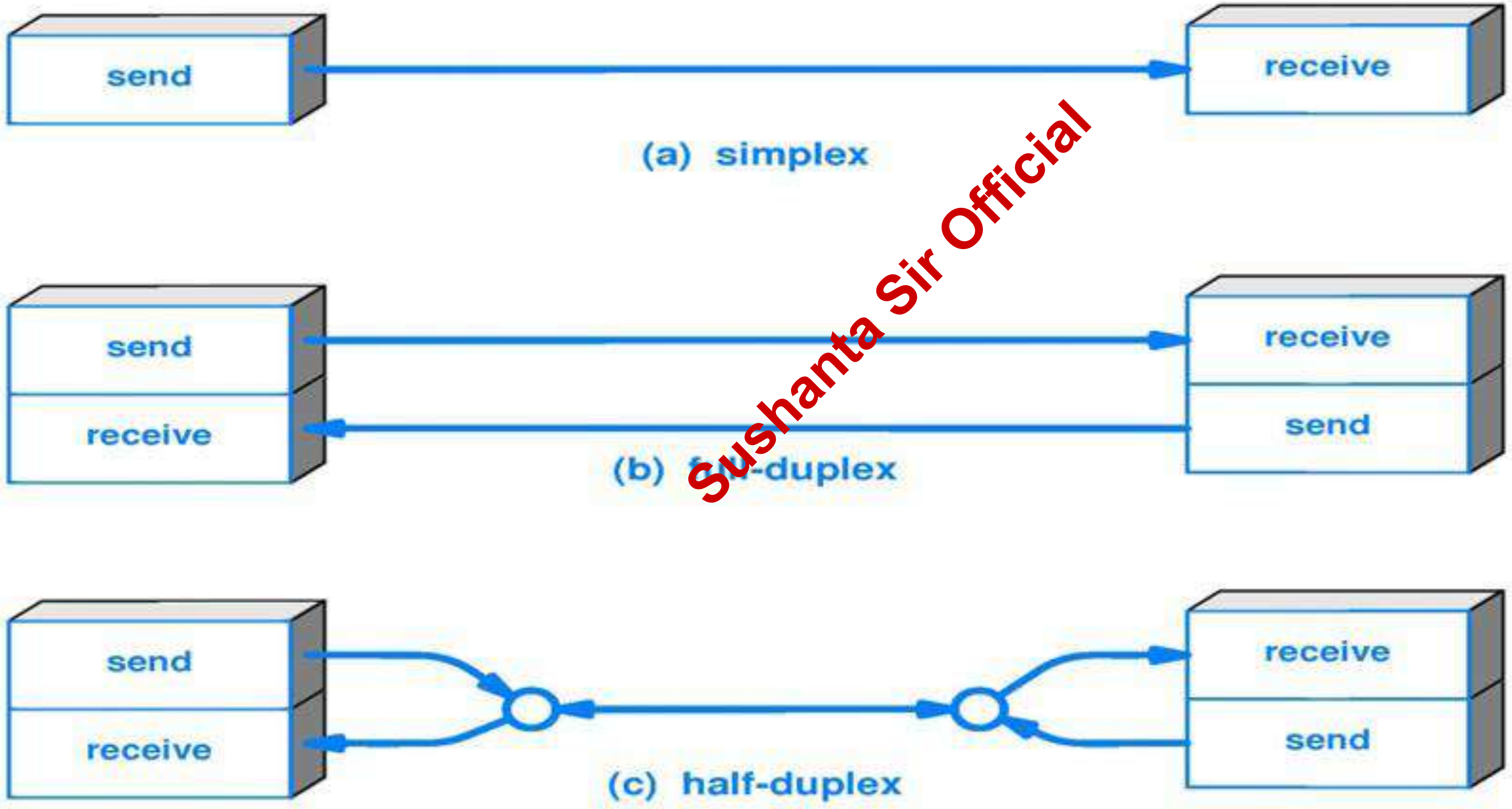
send
receive
send
receive
receive
send
send
receive
receive
send

(a) simplex

(b) full-duplex

(c) half-duplex

Q-184

In which communication mode does data travel in only one direction?

A) Half Duplex
B) Simplex
C) Full Duplex
D) Multiplex

ANS -B

Q-185

Walkie-talkies work on which mode of communication?

A) Simplex
B) Full Duplex
C) Half Duplex
D) Broadband

ANS -C

MS ACCESS

What does DBMS stand for?

A. Data Backup Management System

B. Database Management System

C. Digital Business Modeling Software

D. Dynamic Binary Storage Module

ANS - B

Microsoft Access is a ____

(A) Network Database Model

(B) RDBMS

(C) ORDBMS

(D) OODBMS

ANS - B

Which of the following is not a type of Microsoft access database object?

(A) Macros

(B) Modules

(C) Worksheets

(D) Table

ANS - C

Press _____ to quit MS Access.

(A) Tab +F4

(B) Esc+ W

(C) ESC +F4

(D) Alt+F4

ANS - D

____ is not a valid data type in MS Access.

(A) Auto number

(B) Currency

(C) Memo

(D) Picture

ANS - D

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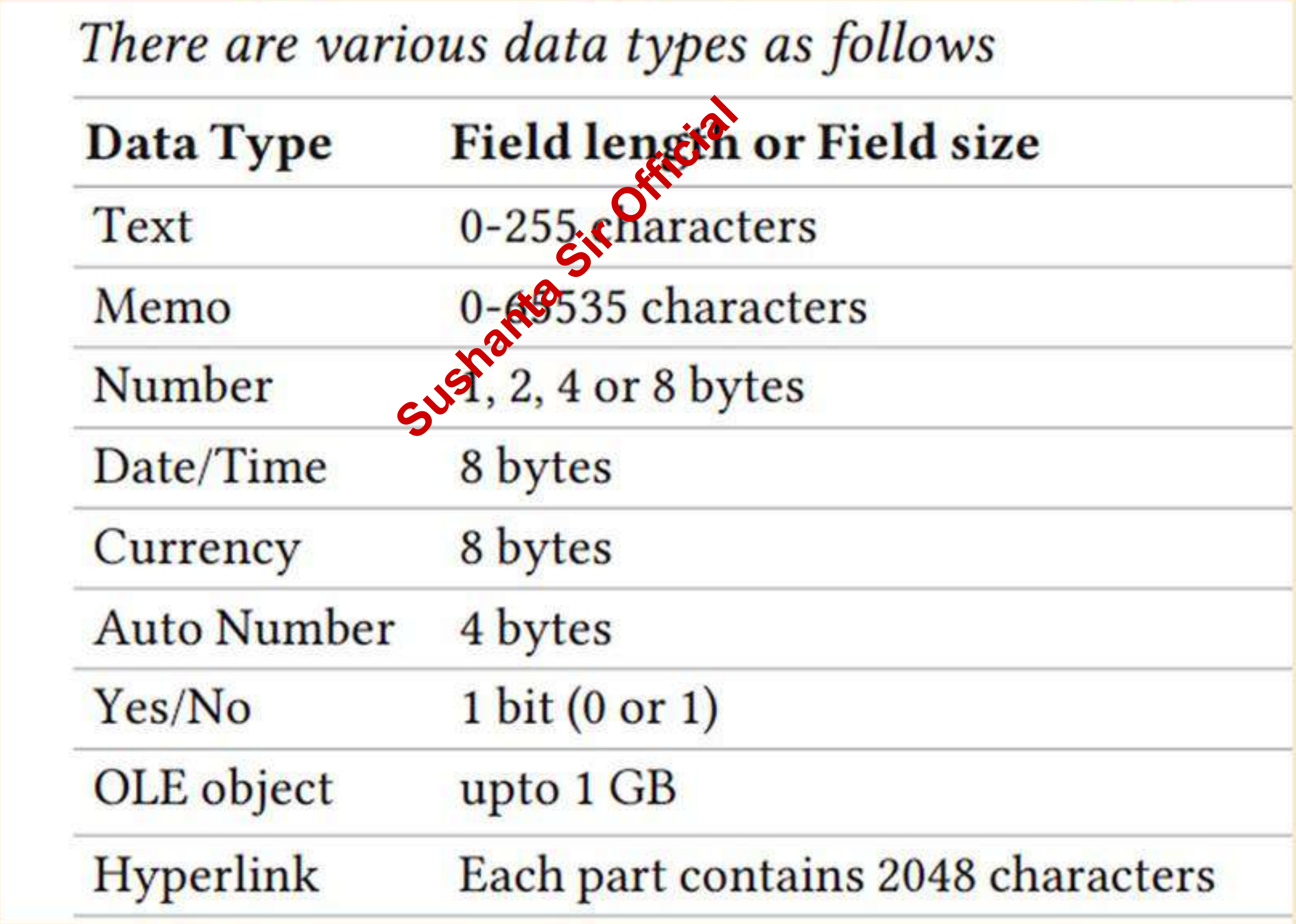

There are various data types as follows

Data Type	**Field length or Field size**
Text	0-255 characters
Memo	0-65535 characters
Number	1, 2, 4 or 8 bytes
Date/Time	8 bytes
Currency	8 bytes
Auto Number	4 bytes
Yes/No	1 bit (0 or 1)
OLE object	upto 1 GB
Hyperlink	Each part contains 2048 characters

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What is the maximum length a text field can be?

(A) 75

(B) 120

(C) 255

(D) 265

ANS - C

The default and maximum size of text field in access

(A) 50 and 255 characters

(B) 266 characters and 6400 characters

(C) 288 characters and 6880 characters

(D) 299 characters and 6499 characters

ANS - A

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In MS Access, which data type is appropriate to store large text and numbers?

(A) Large Text

(B) OLE

(C) Memo

(D) Text

ANS - C

A _____ is an area reserved for a specific piece of data.

(A) Report

(B) Key

(C) Record

(D) Field

ANS - D

Which tool do you use to create a query object?

(A) Table query wizard

(B) Simple query wizard

(C) Simple filer wizard

(D) Database wizard

ANS - B

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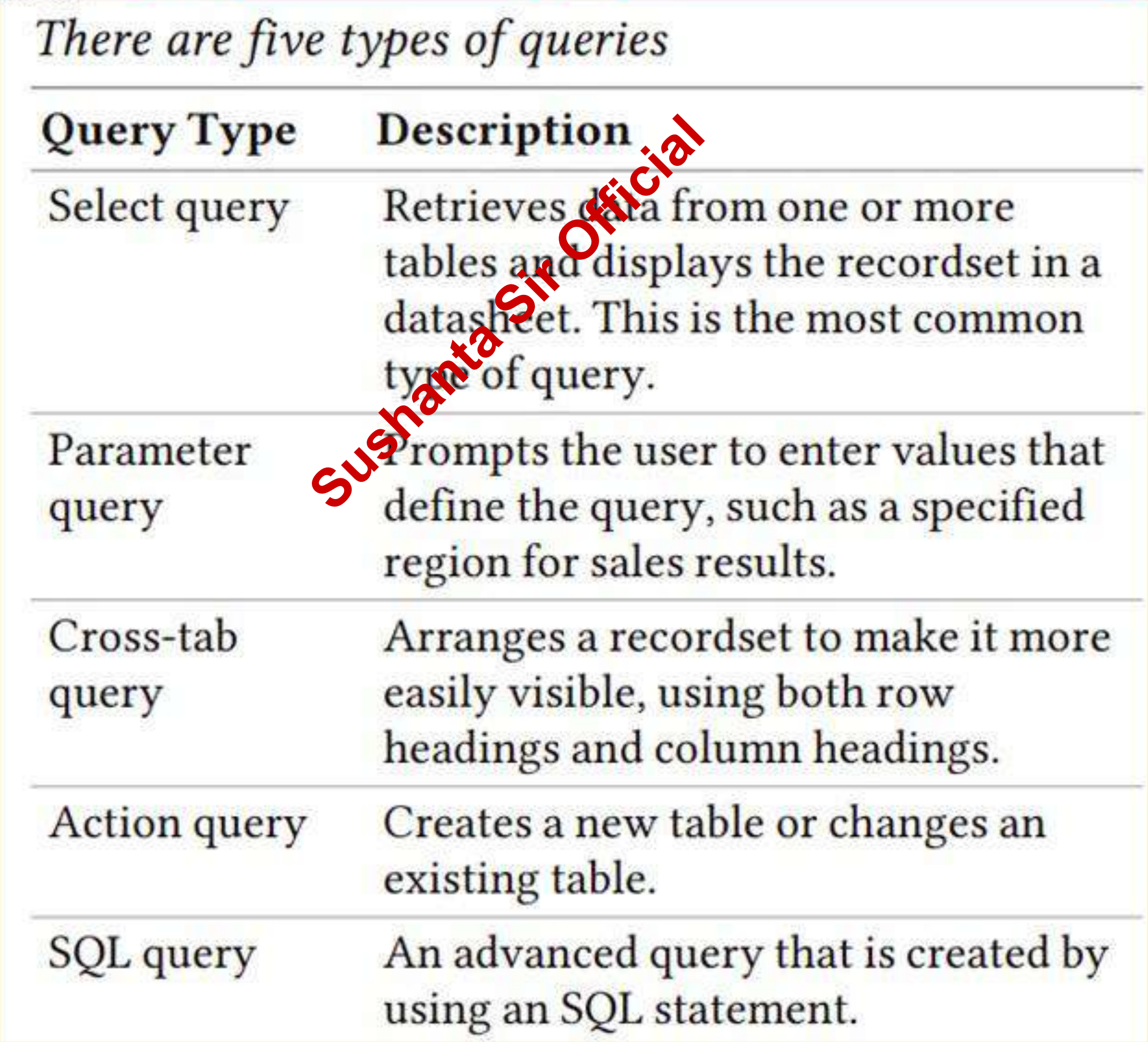

There are five types of queries

Query Type	Description
Select query	Retrieves data from one or more tables and displays the recordset in a datasheet. This is the most common type of query.
Parameter query	Prompts the user to enter values that define the query, such as a specified region for sales results.
Cross-tab query	Arranges a recordset to make it more easily visible, using both row headings and column headings.
Action query	Creates a new table or changes an existing table.
SQL query	An advanced query that is created by using an SQL statement.

Which type of query prompts the user to enter criteria before it runs?

A. Select Query
B. Parameter Query
C. Action Query
D. Crosstab Query

In Access, ____ are used to store the data.

(A) Report

(B) Form

(C) Table

(D) Query

ANS - C

Which of the following is the ascending order of data hierarchy?

(A) Bit -Byte -Field -Record -Database -File
(B) Bit -Byte -Field -Record -File -Database
(C) Byte - Bit -Field -Record -File -Database
(D) Bit - Byte -Record -Field -File -Database

ANS - B

The checking operation performed on input data is called the

(A) Control of data

(B) Validation of data

(C) Cross check

(D) Verification of data

ANS - B

A file containing relatively permanent data is

(A) Sequential file

(B) Transaction file

(C) Master file

(D) Random file

ANS - C

- A **Master file** typically holds permanent or semi-permanent data that is critical to business processes, such as employee records or customer data.
- A **Sequential file** organizes data in a specific sequence but doesn't imply permanence.
- A **Transaction file** records day-to-day activities and is generally updated frequently.
- A **Random file** (or direct-access file) is accessed in a non-sequential manner but is not defined by its permanence.

The columns in a Microsoft Access table are called as ____

(A) Fields

(B) Macro

(C) Columns

(D) Records

ANS - 1

200

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THU-SAT : COMPUTER

To create queries in Access

(A) You can drag and drop fields on query builders

(B) You can type the SQL command in SQL view

(C) You can use query wizard or design view

(D) All of the above

ANS - D

Row in an Access table is also known as ____

(A) Type

(B) Data

(C) Record

(D) Field

ANS - C

In MS Access " Hyperlink" Data Type can store

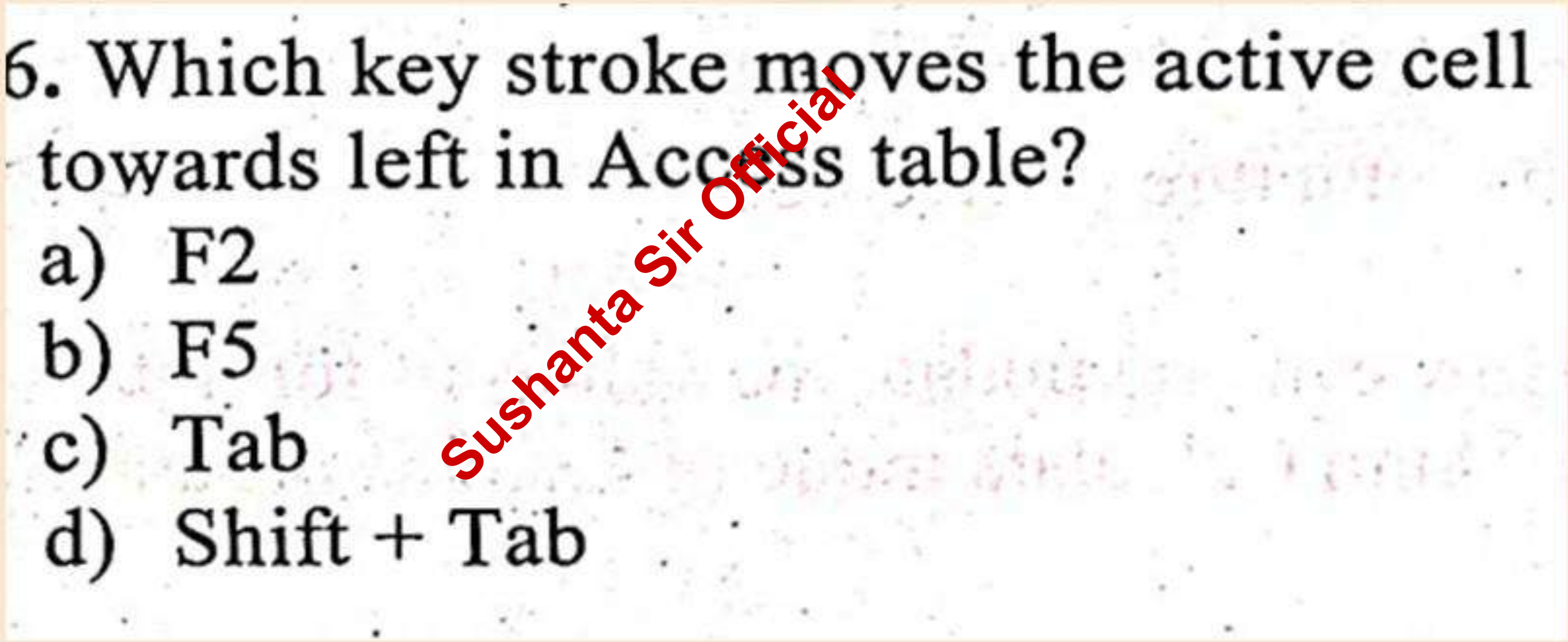
(A) Web Address

(B) Email Address

(C) Path of a File

(D) All of Above

ANS - D



6. Which key stroke moves the active cell towards left in Access table?

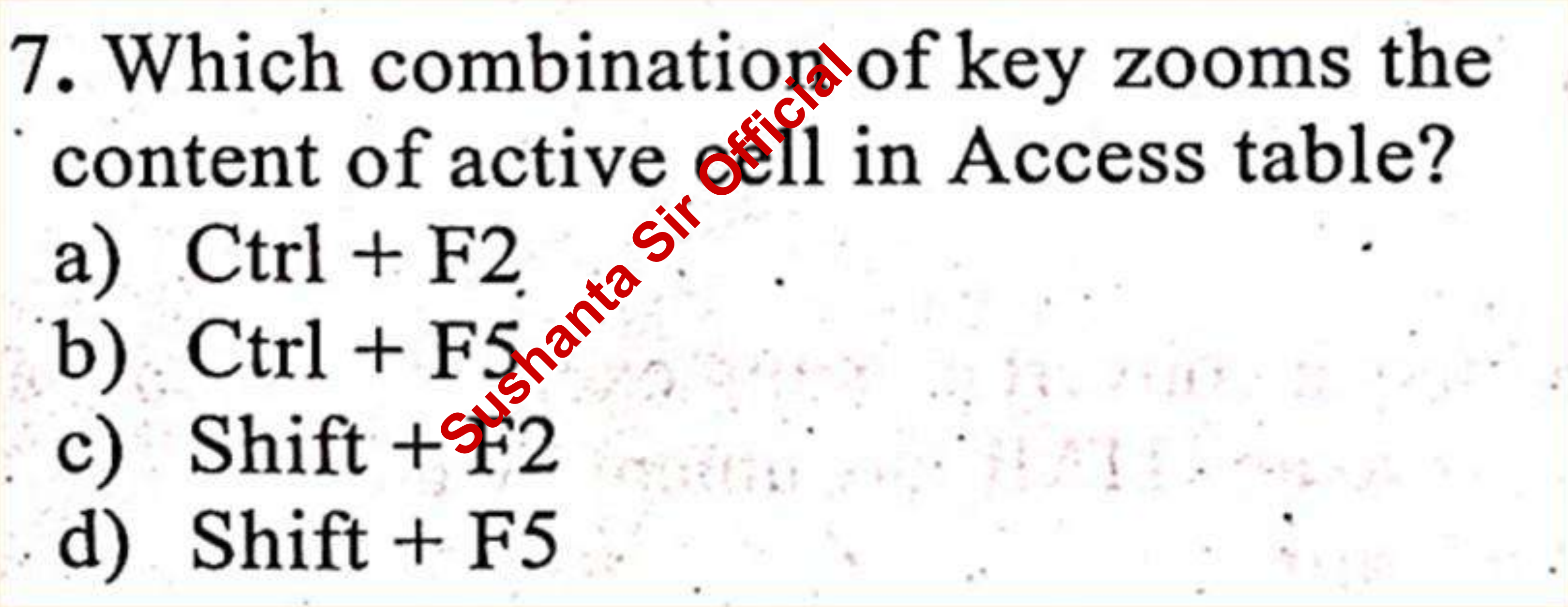
a) F2

b) F5

c) Tab

d) Shift + Tab

ANS - D



7. Which combination of key zooms the content of active cell in Access table?

a) Ctrl + F2

b) Ctrl + F5

c) Shift + F2

d) Shift + F5

ANS - C

To create a table in MS Access

A. Database should be created before creating a table

B. You should allow at least one Primary key in a table

C. Table can be created using Table Templates

D. All of the above

ANS - D

What is a form in MS Access

A. It is a printed page where users will write their data to fill it up

B. It is an input screen designed to make the viewing and entering
data easier

C. This is an important part of database used by analysts to draw conclusions

D. All of above

ANS - B

A part of database that stores complete information about an entity
such as employee, sales, orders etc.

A. Record
B. File
C. Field
D. Query

ANS - A

This key uniquely identifies each record

A. key record

B. Composite key

C. foreign key

D. primary key

ANS -D

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Composite Key: A primary key that consists of multiple columns.

Foreign Key: A column or set of columns that references the primary key of another table, ensuring referential integrity.

Primary Key: A column or set of columns that uniquely identifies each row in a table and cannot contain NULL values.

What do you call a primary key field included in another table ?

A. Child key

B. Composite key

C. Parent key

D. Foreign key

ANS - D

210

To create relationship between two tables

A. drag any field from parent table and drop on child table

B. drag the foreign key of a table into the primary key of another table

C. drag the primary key of a table into foreign key of another table

D. None of the above

ANS - C

A composite key is

A. The primary key with AutoNumber as the field type

B. Is a foreign key that uniquely identifies records

C. Made up of two or more fields to uniquely identify records

D. None of the above

ANS - C

Queries in Access can be used as

A. view, change and analyze data in different ways

B. a source of records for forms and reports

C. Only A

D. Both A and B

ANS - D

Which view is used to arrange table data in different graphical layouts
to summarize data?

A. Table view
B. Design view
C. Data sheet view
D. Pivot chart view

ANS - D

Pivot Chart View

Used to: Arrange table data in different graphical layouts to summarize data.

Pivot Table View

Used to: Summarize data in a tabular format with dynamic grouping and aggregation.

Table View

Used to: Display and work with data in rows and columns (tabular format).

Design View

Used to: Modify the structure of tables, queries, forms, and reports (field names, data types).

Data Sheet View

Used to: View, enter, and edit data in a table in a simple grid layout.

Form View

Used to: Display, enter, and modify data through a user-friendly interface.

Report View

Used to: Create formatted reports for printing or viewing summarized data.

Layout View

Used to: Modify forms or reports while viewing live data for design purposes.

SQL View

Used to: Write or edit SQL queries to customize data retrieval.

Data can be import into Access Database from

A. Notepad Files

B. PowerPoint Files

C. Word Files

D. Excel Files

ANS - D

The default data type for a field is ?

A. AutoNumber

B. Number

C. Varchar

D. Text

ANS - D

When a new database is created in MS Access, what will be the
default name of the table?

A. Row 1

B. Column 1

C. Database 1

D. Table 1

ANS - D

A database can be best described as ?

A. Useful presentation of data

B. Organized collection of data

C. Graphical representation of data

D. All of the above

ANS - B

220

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MS EXCEL

Worksheet is also called an array of ____.

A. column
B. cells
C. box
D. formula

ANS- b

Which bar lies top of the window in Excel Screen?

A. Status Bar

B. Ruler

C. Title Bar

D. Scroll Bar

ANS- C

How rows are numbered in MS Excel?

A. Alphabetically

B. Numerically

C. Alphanumerically

D. Special characters

ANS- B

How Cells are named in MS Excel?

A. Alphabetically

B. Numerically

C. Alphanumerically

D. Special Character

ANS- C

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What do you mean by A3,B13:B20,C7 reference in Excel?

A. Range

B. Union

C. Formula

D. General

ANS- A

Each excel file is called a workbook because

A. It can contain text and data

B. It can be modified

C. It can contain many sheets including worksheets and chart sheets

D. You have to work hard to create it

ANS- C

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By default, Excel worksheets are named ________.

A. book1, book2, book3, ...

B. sheet1, sheet2, sheet3,...

C. page1, page2, page3, ...

D. note1, note2, note3, ...

ANS- B

Each sheet in MS Excel file is called a ______.

A. workbook

B. worksheet

C. notesheet

D. notebook

ANS- B

Each sheet in MS Excel file is called a ______.

A. workbook

B. worksheet

C. notesheet

D. notebook

ANS- B

The Name box on to the left of formula bar

A. shows the name of workbook currently working on
B. shows the name of worksheet currently working on
C. shows the name of cell or range currently working on
D. None of above

ANS- C

230

Which tab is used to include pivot table, charts, hyperlinks to a
spread sheet?

A. Insert
B. Page Layout
C. Data
D. Review

ANS- A

Which tab in Excel is used for proofing, protecting, and marking
up a spread sheet?

A. Formula

B. Data

C. Review

D. View

ANS- C

Which bar is used to display the sheet information and insertion
point location in MS Excel?
A. Ruler
B. Scroll Bar
C. Status Bar
D. Title Bar

ANS- C

What do you use to create a chart in Excel?

A. Pie Wizard

B. Chart Wizard

C. Data Wizard

D. Excel Wizard

ANS- B

Which view in Excel displays the pages exactly as they appear
when printed?

A. Custom View

B. Full screen View

C. Page Break View

D. Page Layout view

ANS- D

Which tab is used for creating, formatting and editing a spreadsheet?

A. Data

B. Home

C. Insert

D. Review

ANS- B

MS Excel can reference data in ________.

A. the same sheet

B. different sheet in the same workbook

C. different sheet in a different workbook

D. all of them

ANS- D

Long text can be broken down into many lines within a cell. You can
do this through

A. wrap text in format >> cells
B. justify in edit >> cells
C. Text wrapping in format >> cells, layout tab
D. All of these

ANS- A

Which function is used to join two cells in Excel?

A. Join Cells

B. Merge & Centre

C. Wrap Text

D. Align

ANS- B

Which one of the following is a “Date & Time” function in Excel?

A. FIND()

B. MOD()

C. NOW()

D. MID()

ANS- C

240

Which of the following is an absolute cell reference in MS-Excel?

A. !A!1

B. A1

C. #a#1

D. A1

ANS- B

Excel supports recording of repeated actions with the help of _______.

A. graph
B. chart
C. macro
D. other applications

ANS- C

In MS-Excel what does SUMIF function do?

A. Adds up cell values based on a condition

B. Adds all the numbers in a range of cells

C. Returns a subtotal in a list or database

D. Both (A) & (B)

ANS- A

In MS-Excel which function displays row data in a column or column data in a row?

A. Hyperlink

B. Index

C. Rows

D. Transpose

ANS- D

Which of the following is an instruction to calculate or process data
in MS Excel?

A. Worksheet
B. Formula
C. Range
D. Text entries

ANS- B

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How can we set Page Border in Excel?
A. From Edit menu
B. From Home
C. You cannot set page border in Excel
D. From Tools menu

ANS- C

Maximum zoom percentage in Excel?

A. 10

B. 100

C. 400

D. 500

ANS-

What is the formula to be used to add two cells (Al and A2) in MS
EXCEL?

A. =A1+A2

B. =Add (Al+A2)

C. =Together (A1:A2)

D. Al plus A2

ANS- A

The feature of MS Excel quickly completes a series of data.

A. Auto Complete
B. Auto Fill
C. Fill Handle
D. Sorting

ANS- B

What type of chart is useful for showing trends or changes over time
in MS-Excel ?

A. Pie Chart
B. Column Chart
C. Line Chart
D. Dot Graph

ANS- C

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MS OFFICE

MIX

What is the default file extension for a Word template in Microsoft Word?

a) .docx
b) .txt
c) .doc
d) . dotx

ANS -D

Which tab in the Ribbon contains the options for formatting paragraphs in Microsoft Word?

a) Home
b) Insert
c) Page Layout
d) References

ANS -C

How can you insert a page break in Microsoft Word?

a) Ctrl + Enter
b) Shift + Enter
c) Alt + Enter
d) Ctrl + Shift + Enter

ANS -A

Which option allows you to view two documents side by side in Microsoft Word?

a) Split
b) View Side by Side
c) Compare
d) Arrange All

ANS -B

What is the default line spacing in Microsoft Word?

a) Single
b) 1.5
c) Double
d) Triple

ANS -A

In Microsoft Word, which view is used for editing the document in a simplified layout without formatting?

a) Draft
b) Outline
c) Reading
d) Web Layout

ANS -A

Which ribbon tab in Microsoft Word is used for setting up page margins, size, and orientation?

a) Home
b) Layout
c) Page Design
d) References

ANS -B

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Which alignment option is used to align text to both the left and right margins in Microsoft Word?

a) Left Align
b) Right Align
c) Center Align
d) Justify

ANS -D

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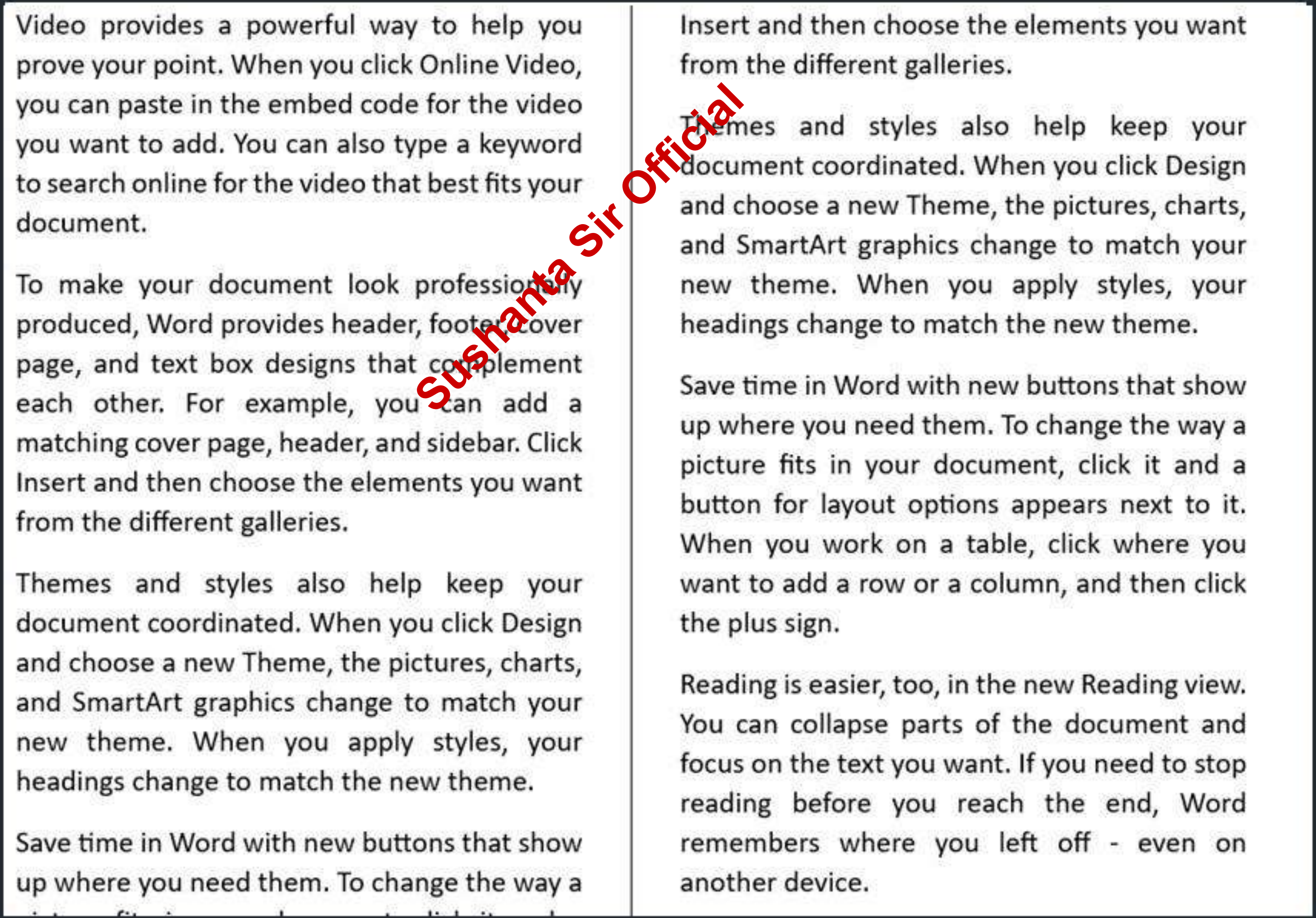

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

Save time in Word with new buttons that show up where you need them. To change the way a

Insert and then choose the elements you want from the different galleries.

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

2What is the purpose of the "Track Changes" feature in Microsoft Word?

a. Change the font style
b. Highlight text
c. Record edits
d. Insert hyperlinks

ANS -C

Which view allows you to see the structure of your document in an section edit format?

a. Outline View
b. Print Layout View
c. Draft View
d. Web Layout View

ANS -A

260

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What is the maximum height of a row in MS Excel 2010?

1.255 points
2.100 points
3.409 points
4.128 points

ANS -C

Which of the following methods CANNOT be used to enter data in a cell in MS Excel?

1.Pressing an arrow key

2.Pressing the tab key

3.Pressing the Esc key

4.Clicking the enter button to the formula bar

ANS -C

What is the default extension of an Excel 2019 workbook file?

a. .xls

b. .xlsx

c. .xlsm

d. .exl

ANS -B

What does the VLOOKUP function do in Excel?

a. Finds the minimum value in a range
b. Searches for a value in the first column of a table
c. Multiplies values in a range
d. Divides values in a range

ANS -B

What is the purpose of the Freeze Panes feature in Excel?

a. To lock cells to prevent editing
b. To hide selected rows or columns
c. To keep specific rows or columns visible while scrolling
d. To change the color of selected cells

ANS -C

Which of the following is a valid Excel function to calculate the average of a range of cells?

a. TOTAL()
b. AVG()
c. AVERAGE()
d. MEAN()

ANS -C

Which keyboard shortcut is used to open the "Format Cells" dialog box in Excel?

a. CTRL + F

b. CTRL + 1

c. CTRL + S

d. CTRL + A

ANS -B

_____ happens when you select a cell in MS Excel and type "=B25"

A. The selected cell will show an error message

B. Selected cells will show "=B24"

C. Selected cells will show the same value as in B25

D. Selected cells will be blank

ANS -C

Which of the following is NOT a function in Microsoft Excel?

1.SUM

2.MAX

3.AVERAGE()

4.AUTOGRAPH

ANS -D

Which of the following features allow you to narrow down the data in your work sheet?

1.Merge Cells
2.Fill Handle
3.Filters
4.Sorting

ANS -C

270

Q-171 In a relational database, what is a primary key?

A. A key used for opening the database
B. A unique identifier for a record in a table
C. A key used for encryption
D. A password for accessing the database

ANS -B

Q-172

Which of the following is not a type of Microsoft access database object?

(A) Macros

(B) Modules

(C) Worksheets

(D) Table

ANS -C

Q-173

Which field has a width of 8 bytes?

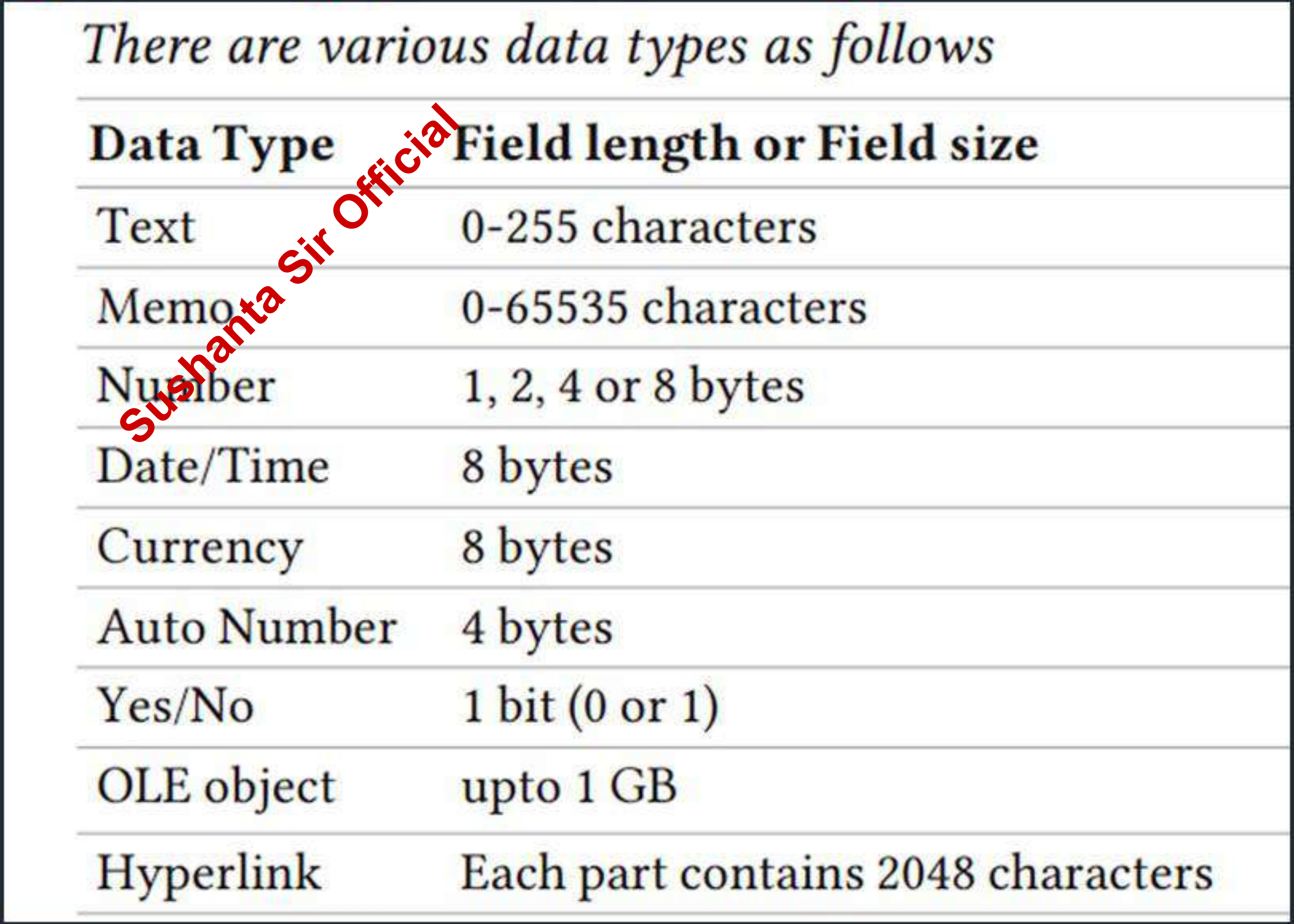
A. Memo

B. Text

C. Date/Time

D. Hyperlink

ANS -C



There are various data types as follows

Data Type	Field length or Field size
Text	0-255 characters
Memo	0-65535 characters
Number	1, 2, 4 or 8 bytes
Date/Time	8 bytes
Currency	8 bytes
Auto Number	4 bytes
Yes/No	1 bit (0 or 1)
OLE object	upto 1 GB
Hyperlink	Each part contains 2048 characters

Q-174 Which is the valid data type in Access?

(A) Currency
(B) Text
(C) Number
(D) All of the above

ANS -D

Q-175

In MS Access, which data type is appropriate to store large text and numbers?

(A) Large Text
(B) OLE
(C) Memo
(D) Text

ANS -C

Q-176

Row in an Access table is also known as ____

(A) Type
(B) Data
(C) Record
(D) Field

ANS -C

Q-177 To create queries in Access

(A) You can drag and drop fields on query builders
(B) You can type the SQL command in SQL view
(C) You can use query wizard or design view
(D) All of the above

ANS -D

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Q-178 The arranging of data in a logical sequence is called

A. Sorting

B. Classifying

C. Reproducing

D. Summarizing

ANS -A

Q-179 To create a table in MS Access

A. Database should be created before creating a table
B. You should allow at least one Primary key in a table
C. Table can be created using Table Templates
D. All of the above

ANS -D

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Q-180

To create relationship between two tables

A. drag any field from parent table and drop on child table

B. drag the foreign key of a table into the primary key of another table

C. drag the primary key of a table into foreign key of another table

D. None of the above

ANS -C

280

Q-181 Which contains miniature representation of slides?

A- Slides
B- Handout
C -Template
D -Slide master

ANS -B

Q-182 Which tool allows user to select different layout for slide?

A -Apply design

B -Bullets

C -New slide

D -Slide Layout

ANS -A

Q-183 Which shortcut key is used to create new presentation in powerpoint?

A -Ctrl + P

B- Ctrl + N

C -Ctrl + M

D- Ctrl + X

ANS -B

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Q-184

Which menu is used to apply various effects to the text in a slide?

A -Animation

B- Design

C -Transitions

D- Slide show

ANS -A

Q-185

Which menu is used to apply various visual effects to the slide in power point?

A- Animation
B- Design
C- Slide show
D- Transitions

ANS -D

Q-186

Which holder holds text, title and picture in power point?

A -Contemt Holder
B- Image Holder
C- Place Holder
D- Slide Holder

ANS -C

Q-187

The MS office tool used for preparation of presentations is called_______.

(a) MS Word
(b) MS Excel
(c) MS Access
(d) MS Powerpoint

ANS -D

Q-188

Powerpoint may be started using ________.

(a) Start>All Apps>Microsoft Office>Microsoft Powerpoint
(b) Pressing Windows+R, typing "powerpnt" and pressing enter
(c) both a & b
(d) none of them

ANS -C

Q-189 Powerpoint helps to create a mix of ______to make the presentation lively and interesting.

(a) audio/video
(b) text/ table/ lists
(c) images/ graphs
(d) all of them

ANS -D

Q-190

In Powerpoint, slide styles may be chosen from ______ menu.

(a) Design>Themes
(b) Home>Font
(c) Home>Slides
(d) Home>Paragraph

ANS -A

290

Q-191

What is the function of the "Junk Email" folder in Outlook?

A. To store important emails

B. To mark emails as unread

C. To filter and store potentially spam or junk emails

D. To organize emails alphabetically

ANS -C

Q-192

In Outlook, what is the purpose of the "Archive" feature?

A. To permanently delete emails

B. To move emails to a separate folder for long-term storage without deleting them

C. To mark emails as unread

D. To forward emails to another recipient

ANS -

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Q-193

Your Inbox contains over 2000 emails. Many of them are from your boss and many of them contain attachments. What is the fastest way to find the one huge video file that your boss sent you months ago?

1. search on the word "video"
2. click All, Arrange By, From, and look for your boss's name
3. click All, Arrange By, Attachements, and look through the email with attachments
4. click All, Arrange By, Size, and look at the largest emails

ANS -D

Q-194

The CEO of your company just sent mail to all 10,000 of your fellow employees. You want to reply to her and say, "Thanks!". Which button should you click?

1. Reply
2. Reply All
3. Reply with Meeting
4. Forward

ANS -A

Q-195

How can you tell the email that you have read from the email that you have not read?

1. The unread mail will be on top
2. The unread mail will be on bottom
3. The unread mail will be bold
4. The unread mail will be blue

ANS -C

Q-196

Microsoft Word, Microsoft Excel, and Microsoft PowerPoint are the part of

a) Microsoft Office Suite
b) Microsoft Windows
c) Mac OS X
d) None of these

ANS -A

Q-197

What is Microsoft Outlook primarily used for?

A. Graphic Design

B. Email and Calendar Management

C. Video Editing

D. Web Browsing

ANS -B

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Q-198

Which of the following file formats does Outlook use to store email messages?

A. PST

B. PDF

C. DOCX

D. XLSX

ANS -A

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Q-199

What does CC stand for in the context of email in Outlook?

A. Carbon Copy

B. Creative Content

C. Computer Code

D. Copy Control

ANS -A

Q-200

Which of the following is NOT a view in Outlook's Email module?

A. Inbox

B. Calendar

C. Drafts

D. Spreadsheet

ANS -D

300

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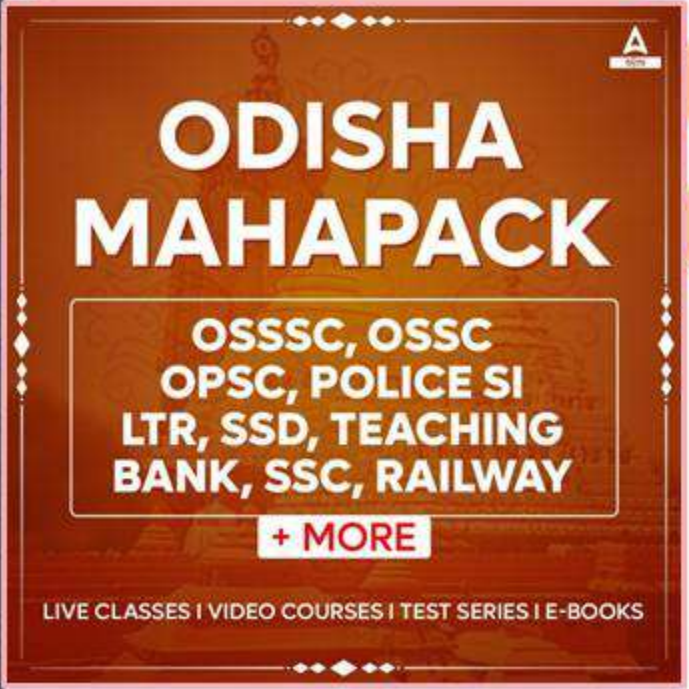

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TASK

Which type of hacker breaks into systems for malicious purposes or personal gain?

a) White Hat
b) Gray Hat
c) Blue Hat
d) Black Hat

Which of the following allows communication in both directions at the same time?

A) Simplex

B) Half Duplex

C) Full Duplex

D) None

Which of the following is a correct cell reference?

A) 1A

B) A#1

C) A1

D) #A1

Which view in PowerPoint is used to show the presentation to the audience?

A) Slide Sorter

B) Reading View

C) Slide Show

D) Outline View

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